

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Organization/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the [specific program or position] within the Health and Human Services (HHS) Department. With my background in [your field or expertise], I am eager to contribute my skills and passion for [specific area related to HHS] to support the mission of HHS.

Throughout my career, I have gained valuable experience in [briefly describe relevant experience or skills]. My efforts in [mention specific projects or initiatives] have solidified my commitment to [related goal or objective], which aligns closely with the objectives of HHS.

Additionally, I possess strong [mention soft skills or qualities], which I believe are essential for effectively addressing the challenges faced by HHS. I am particularly drawn to [mention specific HHS initiative or value], as I believe it is critical for promoting [desired outcome or impact].

I am excited about the possibility of joining your esteemed team and am confident that my background and dedication to [relevant cause] will allow me to contribute effectively to HHS. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,  
[Your Name]