

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

Dear [Recipient's Name],

Subject: Application for Indian Administrative Service (IAS)

I am writing to formally submit my application for the Indian Administrative Service (IAS) examination for the year [Year]. I am [briefly introduce yourself - your educational background and current status].

I have a deep interest in public service and aspire to contribute positively to the governance and administration of our country. [Provide a brief explanation of your motivation and relevant experience.]

Enclosed with this letter, you will find the necessary documents including [list of documents, e.g., application form, educational certificates, identification proof, etc.].

I appreciate your time and consideration of my application. I look forward to the opportunity to discuss my candidacy further.

Thank you for your attention.

Sincerely,

[Your Name]

[Enclosures: List of documents]