

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

Dear [Recipient Name],

I am writing to express my interest in applying for the Indian Administrative Service (IAS). With a background in [Your Educational Background/Experience], and a strong commitment to public service, I am eager to contribute to the development and governance of our country. I have demonstrated [specific skills or experiences relevant to IAS], which I believe will help me serve effectively in this role. My experiences in [specific job or volunteering experiences], have equipped me with [mention skills relevant to IAS work, such as leadership, analytical thinking, problem-solving, etc.].

I am particularly drawn to [mention specific aspects of IAS or areas of focus you are passionate about], and I am eager to work towards [mention goals related to public administration]. I am confident that my skills and dedication would be an asset to the IAS.

Thank you for considering my application. I look forward to the opportunity to further discuss my candidacy and contribute to the esteemed Indian Administrative Service.

Sincerely,  
[Your Name]