

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],
[Body of the letter]

In conclusion, I would like to express my sincere gratitude for considering my application for the IAS position. I am eager to bring my skills and experiences to your esteemed organization and contribute positively to your goals.

Thank you for your time and consideration. I look forward to the opportunity to discuss my application further.

Sincerely,
[Your Name]