

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

The Secretary

[Relevant IAS Department/Office]
[Department Address]
[City, State, Zip Code]

Subject: Application for [Specify Position/Opportunity]

Dear [Recipient's Name or "Sir/Madam"],

I am writing to express my interest in the [specific position or opportunity] within the Indian Administrative Service (IAS) as advertised on [where you found the opportunity]. With a strong commitment to public service and a passion for [mention relevant skills or areas], I am eager to contribute to the effective governance of our nation.

I hold a [your degree] from [University Name] and have accumulated [mention relevant experience or qualifications, e.g., X years of experience in a specific field or relevant training]. My background has equipped me with essential skills in [mention skills relevant to the IAS role, e.g., policy formulation, project management, etc.].

I am particularly drawn to the role of [specific position] because [mention why you are interested in this role]. I believe my experience with [mention any relevant project or role] demonstrates my capability to [mention relevant qualities or successes].

Enclosed are my resume and supporting documents for your review. I am looking forward to the opportunity to discuss how I can contribute to [department/organization name] and serve the public effectively.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]