

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

Dear [Recipient Name],

I am writing to formally apply for the Indian Administrative Service (IAS) as part of the [Year] Civil Services Examination. With a passion for public service and a strong commitment to contribute to the development of our nation, I believe that my educational background and varied experiences have prepared me well for this esteemed position. I hold a [Degree] in [Field] from [University/College] and have gained valuable skills through [relevant experiences, internships, volunteer work]. My ability to [highlight specific skills or experiences related to public service or administration] exemplifies my dedication to the welfare of society.

I am particularly drawn to the opportunity to work in [specific area of interest related to IAS], as I believe it aligns with my aspirations to [specific goals related to the IAS role]. I am eager to bring my skills in [mention any relevant skills or experiences] to contribute positively to public administration and governance.

Please find attached my resume for your consideration. I look forward to the opportunity to discuss my application further.

Thank you for considering my application.

Sincerely,  
[Your Name]