

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

[Recipient's Name]
[Recipient's Position]
[Organization/Institute Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for [Specific IAS Position/Role]

I am writing to formally apply for the [specific position or program] within the Indian Administrative Service. I believe my background in [your educational qualifications and experience] has prepared me well for this role.

[Paragraph 1: Brief introduction about yourself and your interest in IAS.]

[Paragraph 2: Overview of your educational background and relevant qualifications.]

[Paragraph 3: Discuss your work experience, highlighting any relevant skills and accomplishments.]

[Paragraph 4: Explain your motivation for joining IAS and how you can contribute to the organization.]

I have attached my resume for your review. I am looking forward to the opportunity to discuss my application in further detail. Thank you for considering my application.

Sincerely,
[Your Name]