

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

[Recipient's Name]  
[Recipient's Title]  
[Organization/Department Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the Indian Administrative Service (IAS) and to submit my application for consideration.

[Paragraph 1: Brief introduction about yourself and your educational background.]

[Paragraph 2: Explain your motivation for applying to IAS and your career aspirations.]

[Paragraph 3: Highlight any relevant experiences, skills, or qualities that make you a strong candidate for IAS.]

[Paragraph 4: Conclude by reiterating your enthusiasm for the position and your willingness to contribute positively to the service.]

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,  
[Your Name]