

[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],

I am writing to express my interest in applying for the Indian Administrative Service (IAS). I am eager to serve my country and make a positive impact in the community through public administration. My background in [Your Educational Background] has equipped me with the skills necessary for the effective execution of administrative duties. I possess strong analytical and problem-solving abilities which I believe are crucial for an IAS officer.

Additionally, my experiences in [Relevant Experience] have given me insights into [Relevant Skills or Knowledge] that I could bring to the IAS. I am fully committed to upholding the values of integrity, service, and excellence in my career.

I appreciate your consideration of my application and look forward to the opportunity to contribute to our nation as part of the IAS.

Thank you for your time and consideration.

Sincerely,
[Your Name]