

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

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

Dear [Recipient's Name],

Subject: Application for IAS [Position/Program Title]

I am writing to express my interest in applying for the Indian Administrative Service (IAS) [specific position or program] as advertised on [mention where you found the listing]. With my background in [your educational background or relevant experience], I am excited about the opportunity to contribute to [mention specific goals or values of IAS or the organization].

[Paragraph 1: Briefly introduce your qualifications and relevant experience. Include any specific achievements or skills that make you a strong candidate for the IAS.]

[Paragraph 2: Discuss your motivation for applying to IAS and how your values align with the organization's mission. Mention any relevant projects or experiences that inspired your interest.]

[Paragraph 3: Highlight any additional skills or experiences that might be relevant, including leadership capabilities, teamwork, or any specific knowledge of public administration.]

I am eager to bring my skills in [mention specific skills] to the IAS and contribute positively to public administration. I believe that my dedication to [specific values or principles] aligns well with the goals of IAS.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [organization's name] as part of the IAS.

Sincerely,

[Your Name]

[Attachment: Resume/CV]