

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[Local Government Unit/Office Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] within the [Local Government Unit/Office Name] as advertised [mention where you found the job listing]. With my background in [your relevant field or experience] and my dedication to public service, I am eager to contribute to the [specific goals/mission of the LGU].

I hold a [your degree or relevant qualifications] from [Your University/College], and I have gained [number of years] years of experience in [your relevant experience or field]. My career has equipped me with a comprehensive skill set that aligns well with the requirements of this position, including [mention any relevant skills, experiences, and accomplishments].

I am particularly drawn to this role because [mention why you are interested in this position or LGU]. I believe that my expertise in [specific skills or experiences] will allow me to effectively contribute to [specific projects or goals of the LGU].

Enclosed is my resume, which provides further detail about my professional journey. I am looking forward to the opportunity to discuss how I can support the [Local Government Unit/Office Name] in delivering exceptional services to our community. Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]