

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Local Government Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific position title] with [Local Government Office Name], as advertised on [where you found the job listing]. With my background in [relevant experience or education], I am excited about the opportunity to contribute to our community through a career in local government.

I have [number] years of experience in [related field or expertise], where I [briefly describe your relevant experience or responsibilities]. My skills in [mention key skills related to the job] have equipped me to effectively [explain how these skills relate to the role you're applying for].

I am particularly drawn to this position because [mention what excites you about the role or the government office's mission]. I am committed to [state your commitment to public service or community engagement] and believe my values align with those of [Local Government Office Name]. Enclosed is my resume, which provides additional details about my background. I look forward to the opportunity to discuss how my skills and experiences can contribute to the goals of [Local Government Office Name]. Thank you for considering my application.

Sincerely,
[Your Name]