

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] within the [Local Government Unit Name]. With a passion for public service and a commitment to community development, I believe my experience and skills align well with the priorities and goals of your office.

In my previous role at [Previous Organization/Job], I successfully [describe a relevant experience or achievement that reflects your skills]. This experience has equipped me with the [mention specific skills or knowledge] necessary to contribute effectively to your team.

I am particularly drawn to the [mention any specific projects, initiatives, or values of the LGU] because I believe in [describe your beliefs or values related to the LGU's mission]. I am eager to bring my expertise in [mention relevant skills or fields] and collaborate with stakeholders to enhance [specific area of focus related to the LGU's work].

I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of [Local Government Unit Name]. Thank you for considering my application.

Sincerely,  
[Your Name]