

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

[Recipient's Name]
[Title]
[Local Government Unit Name]
[LGU Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for [Specify Purpose/Position/Request]

I hope this letter finds you well. I am writing to formally apply for [specific purpose or position] within [name of the Local Government Unit].

[Paragraph 1: Introduce yourself and your background relevant to the application. Mention any pertinent experience or qualifications.]

[Paragraph 2: Explain the reason for your application. Highlight any important details that support your request or candidacy. Be concise and to the point.]

[Paragraph 3: Conclude with a polite expression of gratitude for considering your application and offer to provide any further information if required.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]