

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

Dear [Recipient Name],

I am writing to express my interest in the [specific job title] position at [Local Government Unit Name] as advertised [mention where you found the job listing]. With my background in [your field/industry] and my commitment to [specific values or missions related to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Employer], I [describe relevant experiences, skills, or projects that relate to the job]. This experience has equipped me with [mention specific skills or knowledge], which I believe align well with the needs of your office.

I am particularly drawn to this position because [mention specific reasons related to the LGU's initiatives or values]. I am eager to bring my expertise in [mention any specific skills or subjects related to the job] to your esteemed team.

I have attached my resume for your review, which provides further details on my professional journey. I would appreciate the opportunity to discuss how my skills and experiences align with the needs of [Local Government Unit Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,
[Your Name]