

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

[Date]
[Recipient Name]
[Post Office Name]
[Post Office Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [Post Office Name] as advertised [where you found the job listing]. With my background in [relevant experience or skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Employer], I [mention relevant responsibilities or achievements that pertain to the job]. This experience has equipped me with [specific skills or qualities relevant to the postal service], which I believe would be valuable in this position. I am particularly drawn to this opportunity at [Post Office Name] because [mention any specific reasons related to the post office or its community impact]. I am committed to providing excellent customer service and ensuring efficient operations.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]