

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph -- state your purpose of writing, and briefly  
introduce yourself if necessary.]  
[Second paragraph -- elaborate on your qualifications, experience, or  
reasons for applying for the postal employment position.]  
[Third paragraph -- express enthusiasm for the opportunity and how you  
can contribute to the organization.]  
[Closing paragraph -- thank the recipient for their time and  
consideration, and indicate your desire for a follow-up or interview.]  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]