

[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 apply for [specific position or service] at [Post Office Name]. I am interested in [briefly state your purpose or interest].

[Paragraph 1: Introduce yourself and explain your background or qualifications relevant to the position or service. Use specific examples if applicable.]

[Paragraph 2: Describe why you are interested in working at the post office and how your skills would be a valuable addition to their team.]

[Paragraph 3: Mention any relevant experiences or achievements that demonstrate your capability for the position or service.]

I appreciate your consideration of my application. I look forward to the opportunity to discuss my application further. Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]