

[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 [mention where you found the job listing, if applicable].

[Introduce yourself and briefly explain your background and qualifications related to the position.]

[Discuss your relevant skills and experiences. Highlight any previous work in customer service, teamwork, or any applicable tasks.]

I am eager to bring my skills in [mention specific skills relevant to the position] to the dedicated team at [Post Office Name].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

[Your Name]