

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

[Hiring Manager's Name]  
[Post Office Name]  
[Post Office Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position] at [Post Office Name] as advertised on [where you found the job posting]. With a strong background in customer service and a keen attention to detail, I am excited about the opportunity to contribute to the team at your post office.

I have [number] years of experience in [relevant experience details], which has equipped me with the skills necessary for this role. I am particularly adept at [mention any specific skills or qualifications related to the job], and I believe my abilities align well with the requirements of this position.

I am enthusiastic about the possibility of working with [Post Office Name] and am confident that my contributions would be beneficial to your team. I look forward to the opportunity to discuss my application further. Thank you for considering my application.

Sincerely,  
[Your Name]