

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[VDOT Office/Department]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my application for [specific position or program] with the Virginia Department of Transportation (VDOT). With a background in [your field/experience], I am eager to contribute to VDOT's mission of ensuring safe and efficient transportation throughout Virginia.

[In this paragraph, briefly outline your qualifications, relevant experience, and why you are interested in the position/program.]
I believe that my skills in [mention specific skills or experiences relevant to the position], combined with my dedication to [mention any relevant personal goals or values], make me a strong candidate for this opportunity.

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of VDOT.

Sincerely,
[Your Name]