

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in applying for the Women's Public Service (WPS) program, as advertised [mention where you found the information, e.g., your website, social media]. With a strong passion for [briefly describe your area of interest related to public service], I believe that my background and experiences align well with the program's objectives.

Currently, I am [mention your current position, education, or relevant experience], which has provided me with a solid foundation in [skills or experiences related to WPS]. My work in [briefly mention a specific project or role related to public service] has taught me the importance of [mention key values related to public service, such as leadership, collaboration, community engagement, etc.].

I am particularly drawn to the WPS program because [explain why you are interested in this program specifically and how it relates to your career goals]. I am eager to contribute to [mention any specific projects, initiatives, or goals of the WPS program] and to learn from the esteemed fellows and mentors involved.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms would make me a strong addition to the WPS community.

Sincerely,
[Your Name]