

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for the Position of Probationary Officer

I am writing to express my interest in the Probationary Officer position as advertised by [Bank Name]. I have recently completed my [Degree/Program] and have participated in the IBPS PO Mains exam, where I demonstrated strong analytical and problem-solving skills.

I am keen to bring my abilities in [specific skills or experiences relevant to the role] to your esteemed bank. I am particularly impressed by [specific aspect of the bank] and believe my background in [relevant experiences or qualifications] aligns well with the responsibilities of this position.

Thank you for considering my application. I am looking forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]