

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name (if known)]
[Institution/Organization's Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name/To Whom It May Concern],

Subject: Application for IBPS PO Mains Examination

I am writing to formally express my intention to appear for the IBPS PO Mains Examination scheduled on [date of examination]. I have completed all necessary prerequisites and have attached the required documents for your review.

[Briefly explain your background, qualifications, and any relevant experience related to the position.]

I appreciate your consideration and look forward to the opportunity to demonstrate my skills and knowledge during the examination.

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]