

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

The Manager

[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

Subject: Application for the Position of Probationary Officer

Dear [Manager's Name],

I am writing to formally express my interest in the Probationary Officer position at [Bank Name] as advertised by the Institute of Banking Personnel Selection (IBPS).

I have recently completed my [Degree] in [Field] from [University], and my background in [mention relevant experience or skills] has provided me with the foundational knowledge and skills necessary for this role.

I am particularly drawn to this position because [mention specific reasons related to the bank or role]. I am confident that my [mention qualities or experiences] will enable me to contribute positively to your esteemed bank.

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,

[Your Name]  
[Your Contact Number]