

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

The Manager

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

Subject: Application for the Post of Probationary Officer

Dear Sir/Madam,

I am writing to express my interest in the Probationary Officer position as advertised in the IBPS PO Mains examination. I have successfully completed the examination and I would like to formally apply for the position.

[Briefly explain your qualifications, experience, and skills that make you suitable for the role.]

I have attached all necessary documents for your perusal. I look forward to the opportunity to discuss my application further.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]