

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

[Date]  
[Recipient's Name]  
[Designation]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for IBPS PO Mains Examination

I am writing to express my interest in the IBPS PO Mains Examination scheduled for [Date of Examination]. I have successfully cleared the preliminary examination and am eager to progress to the mains.

I have completed [briefly mention your educational background and relevant experience]. I possess the necessary skills and determination to excel in this role.

I would be grateful if you could provide me with any necessary information regarding the next steps in the process.

Thank you for your consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]