

Request for Consideration for Government Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request consideration for the [Position Title] within [Department/Agency Name] as advertised on [where you found the job listing] on [date of listing]. With my background in [Your Field/Experience], I believe I am a strong candidate for this role.

My qualifications include [briefly list relevant experience, skills, or certifications]. I am particularly drawn to this position because [explain why you're interested in the role or agency].

I appreciate your time and attention to my application. I am looking forward to the opportunity to discuss my candidacy further.

Thank you for considering my request.

Sincerely,

[Your Name]