

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

Hiring Manager
City Department Name
City Hall Address
City, State, Zip Code

Dear Hiring Manager,

I am writing to formally request your consideration for the City Employee role that was recently posted. With my background in [Your Profession/Field], I believe I would be a valuable asset to your team.

My experience includes [Briefly describe your relevant experience or skills]. I am particularly drawn to this position because [Explain why you are interested in the role or the city].

I would appreciate the opportunity to discuss my application further and explore how I can contribute to the success of the city. Thank you for considering my request.

Sincerely,
Your Name