

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Department/Agency Name]

[Department Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about potential civil service roles within [Department/Agency Name]. I am particularly interested in [specific area of interest or particular role], and I would like to learn more about available opportunities and the application process.

Having [Briefly describe your qualifications/experience], I believe I would be a strong candidate for a role within your team. I would appreciate any information you could share about upcoming positions, and I would be grateful for any guidance on how to proceed with my application.

Thank you for your time and assistance. I look forward to your reply.

Sincerely,

[Your Name]