

To,

Subject: **APPLICATION FOR THE POST OF _____**.

R/Sir,

With profound respect, it is stated that I have come to know through your advertisement that the post of above noted subject is lying vacant under your kind control, I offer my services for the same post. As per my qualification I am suitable for the same post.

Sir I assure that if given a chance of service in your organization I will do my best to satisfy the authority. (My Detail Resume is attached herewith)

Dated: _____

Your Sincerely,

Sign: _____

Name: _____

F/Name: _____

Phone #: _____