

To

The \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Subject:**            **Application for the post of** \_\_\_\_\_

R/Sir,

Having being come to know through some reliable sources that a few posts of \_\_\_\_\_ are lying vacant under your kind administration. I beg to offer my services for one of them. My particulars and others bio data are appended below:

1. Name: \_\_\_\_\_
2. Father's name \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. CNIC No \_\_\_\_\_
5. Qualification: \_\_\_\_\_
6. Experience: \_\_\_\_\_
7. Local/Domicile: \_\_\_\_\_
8. Permanent Address \_\_\_\_\_
9. Postal Address \_\_\_\_\_

Sir, I assure you to place my superiors with my hard, honest and efficient work, if I am given a chance to serve your esteemed administration. Hope you will kind consider my request and favour me by appointing on the job applied for.

Thanking you,

Dated, \_\_\_\_\_

yours obediently

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact No \_\_\_\_\_

Contact No 2: \_\_\_\_\_