

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: _____