[Applicant Name]

[Applicant Address]

[City, State, Zip Code] [or use company or personal letterhead]

[Date]

Lewis County Commissioners

351 N.W. North St.

Chehalis, WA 98532

Dear Lewis County Commissioners:

I understand that the Lewis County Commissioners are seeking residents interested in serving on the Civil Service Commission. I am interested in participating in the process. [Add a sentence or two explaining your feelings.] As a [fill in your occupation or field of expertise], I have the experience, understanding and education on matters that will be a benefit to the Civil Service Commission.

[Add a paragraph or two explaining your background and how you feel it fits into the work.]

Thank you for considering my application. If you need additional information or would like to talk to me, I can be reached at [phone number].

Sincerely,

[Name]

[Mailing address]