

Covering letter format

To _____

letter No _____

Designation _____

Date _____

Dept _____

Subject: Submission of Curriculum Vitae and Personal Statement

Dear Sir / Madam,

With reference to your letter No..... Dated.....,

I am sending the required document/ information in attachment on cited subject for information as desired by your good office please.

Looking forward positively to hear from you.

With warm regards

Sincerely

X Y Z

Signature, Specimen

Email address _____

Cell No _____