To

[The recipient]  
[Business Name]

**Re. Expressing Intent to Run HOA Board: Candidates for the Position of Assistant Director of the Board**

Dear Mr. [NAME],

After having received your mailing address from [MENTION THE PLACE FROM WHERE YOU GOT THE ADDRESS] and information about the vacancy for the position of Assistant Director in the Homeowner Association (HOA) from the Instagram page of your account, I wish to express my intention of working as a team member in the HOA board.

I graduated from [NAME THE UNIVERSITY] in [SPECIFY YOUR SUBJECT] in 20XX. After graduating with a CGPA [MENTIONT YOUR GRADE/CGPA], I started working as an intern at [NAME THE ORGANIZATION]. Later, I started working full-time as a [MENTION THE POSITION] in [NAME OF THE COMPANY]. After working for two years, I switched from the corporate sector to the consultancy and planning, and development sector.

Currently, I am working as a research associate at [NAME THE COMPANY]. We usually work on an educational project that includes education for all including differently abled children from a humble class. Recently, the company started some new projects that need economic policy and data analysis.

Running through your ad for voluntary applications, I am writing to show my desire to work as an Assistant Director on the HOA Board. The board is already working great and fairly, I assure you that I will continue with the same hard work and keep my aims high. Please let me know if my profile synchronizes with the required criteria.

I can manage my time for the voluntary work at the board as I work for the consultancy from home, therefore, there is a margin of flexibility. Please let me know what you think of my profile. If my eligibility for the position is appropriate, I will do the needful, i.e., apply and submit of required documents.

My contact details are given:

For calls: [PHONE]  
Email: [EMAIL ADDRESS]  
Thank you for reviewing my letter.

Warmly,

[NAME]  
[SIGNATURE]