

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to express my interest in a potential interview for the [specific position] at [Company's Name].

I am excited about the opportunity to contribute to your team and would appreciate the chance to discuss my qualifications further. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my request. I look forward to the possibility of speaking with you soon.

Sincerely,
[Your Name]