

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

Dear [Hiring Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about potential job opportunities within [Company Name]. I am particularly interested in [specific department or position, if applicable] and would love to learn more about any current or upcoming openings.

I have [briefly describe your qualifications, experience, or skills relevant to the company], and I am excited about the possibility of contributing to your team. [Optionally, mention any specific reasons why you are interested in the company.]

If there are any available positions or if you are expecting to have openings in the future, I would greatly appreciate any information you could share. I have attached my resume for your review and would be happy to provide any additional details if needed.

Thank you for your time and consideration. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]