

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] at [Company/Organization Name] and to address some concerns that have come to my attention regarding my application.

[Briefly explain your specific concerns and how they relate to your application, providing relevant context or examples.]

I want to assure you that [explain how you plan to address or have addressed these concerns, and any relevant qualifications or experiences that mitigate them].

Thank you for considering my application. I look forward to the possibility of discussing my qualifications further and addressing any concerns you may have.

Sincerely,
[Your Name]