

[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 letter finds you well. My name is [Your Name], and I am writing to inquire about potential job opportunities within [Company's Name]. I am particularly interested in [specific area or position, if applicable], and I believe my skills and experience align well with the values and goals of your organization.

I have [briefly describe your qualifications, experience, or skills relevant to the company]. I am eager to contribute to your team and learn more about the exciting work being done at [Company's Name].

If there are any current or upcoming opportunities, I would greatly appreciate any information you could provide. I have enclosed my resume for your review and would welcome the chance for a discussion at your convenience.

Thank you for considering my inquiry. I look forward to your response.

Sincerely,

[Your Name]

[Attachment: Resume]