

[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. I am writing to inquire about potential job vacancies at [Company's Name]. I am particularly interested in [specific position or department] and would like to learn more about any opportunities that may be available.

I have [briefly describe your relevant skills or experience], which I believe would make me a suitable candidate for your team.

Thank you for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]