

[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. I am writing to seek clarification regarding the job vacancy for the [Job Title] position that was advertised on [where you found the job listing].

I am very interested in applying for this role and would appreciate if you could provide further details on [specific aspect you need clarification on, e.g., job responsibilities, required qualifications, application process, etc.].

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

Best regards,

[Your Name]