

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

Human Resources Department
National Thermal Power Corporation (NTPC)
[NTPC Address]
[City, State, Zip Code]

Dear Hiring Manager,

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about potential job openings at NTPC. With a background in [Your Field/Area of Expertise] and relevant experience in [Your Experience], I am very interested in exploring opportunities to contribute to your esteemed organization.

I have attached my resume for your review and would appreciate any information regarding current or upcoming job vacancies that align with my skills and qualifications.

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

Sincerely,
[Your Name]