

[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 reaching out to express my interest in rejoining [Company's Name] for the [specific position or opportunity] that is currently available. Having previously worked with your team, I am eager to contribute once again to the success of the organization.

During my time at [Company's Name], I gained invaluable experience in [specific skills or experiences relevant to the position], which I believe would allow me to make a positive impact right away. I have reflected on the time I spent as part of your team, and I am excited about the prospect of bringing my enhanced skills and renewed enthusiasm back to [specific projects or tasks related to the job].

Since leaving [Company's Name], I have [briefly describe any relevant new experiences, skills, or achievements]. These experiences have equipped me with a fresh perspective and additional insights that I am eager to apply within the [specific team or department] at [Company's Name].

I am confident that my familiarity with the company culture, combined with my recent growth, makes me an ideal candidate for this opportunity. I would love the chance to discuss how I can contribute to [Company's Name] once again, and I am available for a conversation at your earliest convenience.

Thank you for considering my application. I look forward to the possibility of working together again and contributing to the ongoing success of [Company's Name].

Warm regards,

[Your Name]