

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in rejoining [Company Name] in any capacity where my skills and experience may be of value. My time at [Company Name] was incredibly rewarding, and I believe my understanding of the company's goals and culture would allow for a smooth transition.

I have continued to develop my skills in [specific skills or areas] and would love the opportunity to contribute once again to the team. If possible, I would appreciate the chance to discuss any current or upcoming openings.

Thank you for considering my request. I look forward to the possibility of working together again.

Warm regards,

[Your Name]