

[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 express my interest in the [Job Title] position at [Company's Name] that I recently applied for. I would love the opportunity to discuss my application further and explore how my skills and experiences align with the goals of your team. Could we schedule a time for a brief interview? I am flexible with my availability and can adjust to a time that works best for you.

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

Best regards,

[Your Name]