

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

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to inquire about potential opportunities within your organization for a Social Media Manager position.

With [X years] of experience in social media management and a proven track record of [specific achievements or skills], I am confident in my ability to contribute effectively to your team. I admire [Company Name] for [specific reason related to their social media or branding], and I would love the opportunity to further discuss how my background can align with your goals.

Thank you for considering my inquiry. I look forward to the possibility of connecting with you.

Warm regards,

[Your Name]

[LinkedIn Profile/Website URL (if applicable)]