

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

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to you regarding the Social Media Manager position at [Company Name].

I am very interested in this opportunity because [briefly explain your interest in the position and why you are a good fit]. With my background in [relevant experience or skills], I believe I can contribute effectively to your team.

I would appreciate the chance to discuss this position in further detail. Please let me know if we can arrange a time to talk.

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

Sincerely,
[Your Name]