

[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 letter finds you well. I am writing to express my interest in the VJ position at [Company's Name]. I have a background in [briefly mention relevant experience or education], and I am eager to contribute my skills to your esteemed organization.

I would appreciate any information regarding the application process and any current openings you may have for this position. Thank you for considering my inquiry. I look forward to your response.

Sincerely,  
[Your Name]