

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you of my recent job loss due to [brief explanation of the circumstances, if appropriate, e.g., company layoffs, downsizing, etc.]. As a result, I am currently seeking new employment opportunities and would greatly appreciate any assistance or guidance you may offer during this transitional period.

Throughout my time at [Previous Company Name], I gained valuable experience and skills that I believe will be beneficial in my future endeavors. I have [mention any relevant skills or experiences briefly] and am eager to apply these in a new position that aligns with my career goals.

If you know of any available positions within your network or can provide any recommendations, I would be extremely grateful. Thank you for considering my request. I appreciate any support you can provide during this challenging time.

Warm regards,

[Your Name]