

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

Dear [Employer's Name],

I hope this letter finds you well. I am writing to inform you of my current employment status. Due to [reason for being out of work, e.g., company downsizing, temporary layoff, personal circumstances], I am currently seeking new opportunities.

I would like to express my interest in [specific position or type of work] at [Company's Name]. With my skills in [mention relevant skills or experience related to the job], I believe I would be a valuable addition to your team.

Thank you for your time and consideration. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]