

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[School/Institution Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about potential teaching opportunities at [School/Institution Name]. I hold a [Your Degree] in [Your Field] and have experience in [Briefly mention relevant experience or qualifications].

I am passionate about [Your Teaching Philosophy/Subjects You Teach], and I believe my skills would be a great fit for your team. I would appreciate the opportunity to discuss any current or future openings. Thank you for considering my inquiry. I look forward to hearing from you.

Sincerely,
[Your Name]