**Inquiry Letter**

Sender Name

Sender’s Title or Position

Sender’s Organization Name

Sender Street Address

City, State, Zip Code

Date: DD/MM/YYYY

Recipient’s Name

Recipient’s Position or Title

Recipient’s Organization Name

Recipient’s Street Address

City, State, Zip Code

Dear (Name of the Hiring Manager)

I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with qualifications in (Field Name) for \_\_\_\_\_\_\_\_\_\_\_\_ Years experience in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ industry.

I love the work your company does and feel that my experiences and skills can be an asset for your organization so I am inquiring from your for a job of this position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in your organization. I am currently employed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Position Title).

Looking forward to discuss with your about job opportunity further and if I may be considered to contribute to success of your organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (organization name).

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signatures