

Formal Job Inquiry Letter

Subject: Inquiry About Potential Employment Opportunities

Dear [Hiring Manager],

I am reaching out to inquire about any current or upcoming job openings within [Company Name] in the field of [Department/Role]. I am particularly interested in positions that involve [specific skills/experience].

Kindly let me know if there are opportunities available and the application process. I have attached my resume for your reference.

Thank you for your consideration.

Best regards,

[Your Name]

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