**LETTER TEMPLATE**

**INQUIRY LETTER**

**[Street address]**

**[City, State ZIP code]**

**[Phone number]**

**[Date]**

**[Individual's name]**

**[Job title]**

**[Name of organization]**

**[Street address]**

**[City, State ZIP code]**

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am writing to ask you to consider an addition to your marketing team. Your organization has a reputation as a leader in the industry. I am an innovator of new ideas, an excellent communicator with buyers, and have a demonstrated history of marketing success. I believe I would be a good fit in your organization.

Currently, I market computer products for a major supplier using digital, television, and radio advertising and print media. I have a reputation for seeing every project through to success.

Enclosed is my resume for your review and consideration. EFTG Industries has a reputation for excellence. I would like to use my talents to market your quality line of technical products. I will follow up with a call to discuss your needs and how I could benefit your company. If you prefer, you may email me at first.lastname@provider.com.

Thank you for your time. I look forward to speaking with you.

Sincerely,

**[Your name or electronic signature]**