**LETTER TEMPLATE**

**JOB INQUIRY LETTER**

Date: \_\_\_\_\_\_\_\_

To,

**[Designation]**

**[Organization´s Name]**

**[Address]**

Subject: Job inquiry for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Dear,

I am writing this letter to inquire if you are in need of (position name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in your boutique. I was told by a friend of mine that you advertised this position last month in the local newspaper thus I am trying to see if it is still on. I am a fresh graduate of (Course Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and have maintained an outstanding academic performance. My qualifications will surely fit into (position name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and rest assured that you will have my commitment to quality work.

I am very hopeful for a positive response on this matter. I would be very thankful if you can include the process of application that I need to do if should your response be a positive one. If you need to contact me for an interview, please do not hesitate to call me at my telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you and am looking forward to working with your esteemed company.

Sincerely Yours,

**[Signature]**

**[Name of the Inquiring Person]**