**Request Letter for Job opportunity**

To,

Name of the receiver Company Name

Job title Address Contact details

Date – DD/MM/YYYY From,

Sender’s name Company name Job title Address Contact details

Subject: -------------

Dear ,

Hello, hope you are doing great!

It is my pleasure to connect with you.

I --------- (mention your name) with educational qualification (mention your

education) and working as a ---- (mention job title) with (mention company

name) at (mention location).

I have completed my studies in (mention the year) and since then, I have been

working with total years of experience (mention experience). After gaining work

exposure in the current position now I am looking forward to achieving and learning more through a better job opportunity. My aim always has been growth in terms of my career and with the recent opening with your esteemed organization I am sure is best suited for me.

I am also attaching a copy of my resume and other documents and letters with mail for your reference. I also assure you that if given a chance I will prove to be an asset for the company. Kindly, consider my application for the mentioned position in your organization and will be looking forward in getting a positive response from you.

Yours Sincerely, Your Name Contact Details