**Request Letter for Job Vacancy**

Name of the Sender Company Name Job Title

Address Contact Details

Date – DD/MM/YYYY To,

Name of the receiver Company Name

Job Title Address Contact Details Subject: ----

Dear ,

I ----- (mention your name) writing this letter to apply for the position of ------

(mention the position) with your company (mention name) ---- located at -----

(mention location).

I have seen the job vacancy on (mention the job vacancy) and I feel that it suits my

profile, education qualification and skills. My key strengths that I have learned and achieved throughout my education years and work experience are mentioned below:

-------- (mention key strengths in points).

To learn all about my skills and work experience, I am enclosing a copy of my resume and other documents with this letter.

Kindly, consider my application for the job vacancy and I will be more than willing to be associated with your esteemed organization.

Looking forward to hearing from you soon. Yours Sincerely,

Your Name