

Job Enquiry Letter Format

[Your Name]

[Your Address]

[City – PIN Code]

[Date]

The HR Manager

[Company Name]

[Company Address]

[City – PIN Code]

Subject: Job Enquiry for the Role of Content Writer

Dear Sir/Madam,

I am writing to enquire about any current or upcoming vacancies in your company for the position of Content Writer. I hold a degree in English Literature and have 2 years of experience in digital content writing.

I would appreciate it if you could let me know about the application process and whether there are any openings that match my skills. I am attaching my resume for your reference.

Looking forward to hearing from you.

Yours faithfully,

Ritika Sharma

ritikasharma@email.com

+91-9876543210