

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about potential positions available within your esteemed travel agency. I have a keen interest in the travel industry and am eager to explore opportunities that would allow me to contribute to your team while furthering my career.

Could you please provide me with information regarding any current or upcoming openings for travel agents at [Company Name]? I would also appreciate any details about the application process and the qualifications you seek in potential candidates.

Thank you for your time and assistance. I look forward to your response.

Sincerely,
[Your Name]