

Career Development Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently exploring career development opportunities within the hospitality industry. I am particularly interested in [specific area or role, e.g., hotel management, event planning, etc.].

With my background in [briefly describe your experience or education related to hospitality], I am keen to learn about potential growth avenues and skills that are in demand. I would greatly appreciate the opportunity to discuss this with you or a member of your team.

Thank you for considering my request. I look forward to the possibility of speaking with you soon.

Sincerely,

[Your Name]