

Subject: Inquiry Regarding Virtual Assistant Opportunities

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a freelance virtual assistant with over [X years] of experience in providing administrative support to clients across various industries. I came across your [company/website/LinkedIn profile] and was impressed by [something you admire about their work].

I am reaching out to inquire if you currently have any openings for virtual assistant roles, or if you anticipate any in the near future. I specialize in [mention your skills or services, e.g., email management, scheduling, social media management], and I am dedicated to helping businesses improve their efficiency.

Attached is my resume for your review. I would love the opportunity to discuss how I can contribute to your team.

Thank you for considering my inquiry. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]