

# Urgent Job Availability Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an urgent job opening for the position of [Job Title] at [Company Name]. The position requires immediate filling due to [reason for urgency, e.g., sudden resignation, increased workload].

We are seeking candidates who possess the following qualifications:

- [Qualification 1]
- [Qualification 2]
- [Qualification 3]

If you have anyone in mind who would be a great fit, please feel free to forward this opportunity to them. The deadline for applications is [Application Deadline].

Thank you for your assistance in this matter. Please don't hesitate to reach out if you have any questions.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Your Contact Information]