

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Library's Name]

[Library's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the hiring process for the Library Assistant position that was recently advertised. I am very interested in this opportunity and would like to learn more about the steps involved in the selection process.

Specifically, I would appreciate any information regarding the timeline for applications, interviews, and possible start dates. Additionally, if there are any specific qualifications or skills that the library is looking for in candidates, I would be grateful for that insight.

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

Sincerely,

[Your Name]