

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

Hiring Manager
Library Name
Library Address
City, State, ZIP Code

Dear Hiring Manager,

I am writing to inquire about potential job openings for a library assistant position at your esteemed library. I am particularly interested in learning about the application process, job responsibilities, and any qualifications that may be required.

With a strong passion for literature and assisting others, I believe that a role in your library would be a perfect fit for my skills and interests. I would greatly appreciate any information you could provide regarding this opportunity.

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

Sincerely,
Your Name