

# Formal Job Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Application for [Job Title]**

Dear [Hiring Manager's Name],

I am writing to formally express my interest in the [Job Title] position at [Company Name] as advertised [mention where you found the job listing]. With a background in fashion design and [X years] of experience in the industry, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company], I successfully [mention a notable achievement or responsibility]. I believe that my skills in [mention specific skills relevant to the job] align perfectly with the requirements outlined in the job description.

I am particularly impressed by [mention something notable about the company or its products] and I am eager to contribute my expertise to further [mention company goals or projects you are interested in].

Attached is my resume for your review. I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Sincerely,

[Your Name]