

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about any potential job openings in hospitality management within your esteemed organization. With a background in [Your Experience/Qualifications], I have developed a strong passion for providing excellent customer service and managing hospitality operations efficiently.

I have attached my resume for your review, and I would appreciate any information regarding current or upcoming job opportunities that align with my skill set. Thank you for considering my inquiry. I look forward to the possibility of contributing to your team.

Warm regards,

[Your Name]