

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my interest in exploring alternative positions within [Company's Name]. Although I originally applied for the [specific position], I am very much impressed by the work that your team is doing and I believe my skills and experiences could be a great fit for other roles.

I bring [mention relevant skills or experiences], and I am eager to contribute to your team in any way possible. If there are any openings that you feel may fit my background, I would appreciate the opportunity to discuss them further.

Thank you for considering my request. I look forward to the possibility of discussing alternative opportunities at [Company's Name].

Sincerely,

[Your Name]