

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the specific responsibilities associated with the [Job Title] position at [Company Name]. I am very interested in the opportunity and want to ensure that my skills and experiences align with the expectations of the role.

Could you please provide me with further details regarding the primary duties, reporting structure, and any key performance indicators that are typically associated with this position? Understanding these elements will greatly assist me in assessing my fit for the role.

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

Sincerely,  
[Your Name]