

# Request for Information About Job Requirements

**Your Name**

Your Address

City, State, Zip Code

Your Email

Your Phone Number

Date

**Hiring Manager's Name**

Company Name

Company Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to request more information regarding the job requirements for the position of [Job Title] that I am interested in. I am keen to understand the specific qualifications, skills, and experiences that are essential for this role.

Additionally, I would appreciate any insights regarding the team dynamics and organizational culture to better assess how my background aligns with your needs.

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

Sincerely,  
[Your Name]