

# Job Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. I believe that my skills and experiences align well with the requirements of this role.

While I have compiled all requested documents, I regret to inform you that I am currently missing a recommendation letter from [mention the source, e.g., former employer, professor]. Unfortunately, [briefly explain the reason, e.g., due to unforeseen circumstances]. I understand the importance of such a letter and am actively working to secure it as soon as possible.

I hope that this will not detract from my application, as I am very enthusiastic about the opportunity to join [Company Name] and contribute to your team with my skills in [mention relevant skills/experiences].

Thank you for considering my application. I look forward to the possibility of discussing my application in further detail.

Sincerely,

[Your Name]