

Job Application Inquiry

June 1, 2023

Hiring Manager

Company Name

Company Address

City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the [Job Title] position at [Company Name], which I learned about through [source of job listing]. As a professional with [number] years of experience in [your field], I am excited about the opportunity to contribute to your team.

Before submitting my application, I would appreciate some information regarding your workplace policies and company culture. Understanding these aspects is important to me as I believe they are essential for a mutually beneficial work relationship.

- What is your approach to work-life balance?
- Can you provide insights into the company's values and mission?
- How does the organization promote diversity and inclusion?
- Are there opportunities for professional development and growth?

Thank you for considering my inquiry. I am looking forward to your response and hope to formally apply for the position soon.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]