

# Job Application for [Position Title]

[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 am writing to express my interest in the [Position Title] role at [Company's Name] as advertised on [where you found the job posting]. After reviewing the job description and the company's mission, I believe my skills and experiences align well with the requirements of this position.

However, I would appreciate some clarification regarding [specific organizational policy or aspect you wish to inquire about, e.g., company culture, remote work policy, or diversity practices]. Understanding this aspect is important for me to assess my fit within your organization better.

Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]