

Letter of Clarification of Intent

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you regarding my recent application for the [specific position] at [Company Name]. I appreciate the opportunity to discuss my candidacy further.

While I acknowledge that my experience may not perfectly align with some of the specific skills outlined in the job description, I want to express my genuine interest and intent in contributing to your team. I believe that my [mention any relevant experiences or skills] can bring valuable perspectives.

I am eager to learn and develop the necessary skills, and I am confident that my ability to [mention any relevant strengths, such as adaptability, strong work ethic, etc.] will allow me to make a positive impact at [Company Name].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team and learn through this role.

Sincerely,

[Your Name]