

Date: [Insert Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the deadlines for submitting job applications for the [specific position] at [Company's Name]. I am very interested in this opportunity and want to ensure that I submit my application within the correct timeframe.

If you could provide me with the relevant deadlines or any additional information regarding the application process, I would greatly appreciate it.

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

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]