

Job Application - [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 [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. I am excited about the opportunity to contribute to your team with my skills in [Your Skills Related to the Job].

However, I would like to address a potential scheduling conflict that may arise during the holiday season. Due to prior commitments, I will be unavailable from [Start Date] to [End Date]. I am committed to ensuring a smooth transition and will be fully available before and after this period.

I am enthusiastic about the possibility of working together and I believe my experience in [Your Relevant Experience] would be a great asset to your team. I look forward to discussing my application and the possibility of resolving the scheduling conflict at your earliest convenience.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]