

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [Where You Found the Job Posting]. I am excited about the opportunity to contribute to your team with my skills and experience.

However, I would like to bring to your attention a potential conflict regarding my holiday obligations. As part of my current commitments, I have pre-planned holidays from [Start Date] to [End Date]. I understand the importance of being available for the role, and I want to ensure my scheduling does not impact my responsibilities if selected for this position.

I am very enthusiastic about the possibility of working at [Company Name] and believe my skills in [Your Skills/Expertise] align well with your needs. I am willing to discuss this matter further and explore possible solutions that would best suit both my obligations and the needs of the team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]