

[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 listed at [Company's Name]. I believe my skills and experiences align well with the requirements of the role.

However, I would like to address an important aspect of my availability during the holiday season. While I am fully committed to contributing to the team, I have prior commitments during [specific dates], which may affect my availability. I am eager to discuss how we can work around this during the interview process.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications in more detail.

Sincerely,

[Your Name]