

Subject: Inquiry Regarding Job Description

Dear [Hiring Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in the [Job Title] position that was recently advertised on [Where You Found the Job Posting].

Before submitting my application, I would like to request more information about the job description and the specific responsibilities associated with this role. Understanding the key requirements will help me tailor my application to better align with your expectations.

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

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]