

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to request further elaboration on the job requirements for the [Job Title] position I recently applied for at [Company Name]. I am very interested in this opportunity and want to ensure that my skills and experiences align with the expectations of the role.

Could you please provide more details regarding the specific skills and qualifications you are looking for? Additionally, any information about the key responsibilities and potential growth opportunities within the role would be greatly appreciated.

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

Sincerely,
Your Name