

Request for Career Application Toolkit

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request access to the Career Application Toolkit provided by [Organization Name]. As I am currently in the process of advancing my career, I believe that this toolkit would provide invaluable resources and guidance.

I am particularly interested in the following components of the toolkit:

- Resume writing assistance
- Interview preparation resources
- Networking strategies

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]