

[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. My name is [Your Name], and I am interested in applying for a position at [Company Name]. However, I have a few inquiries regarding the job application guidelines and would appreciate your assistance.

Specifically, I would like to know:

- What documents are required for submission?
- Is there a specific format you prefer for the resume and cover letter?
- Are there any deadlines I should be aware of?

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

Sincerely,

[Your Name]