

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am currently in the process of applying for a position at [Company Name] and would like to respectfully request any resources or guidance that may assist me in preparing my application.

Specifically, I would appreciate any insights regarding the application process, as well as tips on how to tailor my resume and cover letter to best fit the company's needs.

Thank you for your time and consideration. I look forward to your guidance.

Sincerely,
Your Name