

# Job Application Materials Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the necessary materials to support my application for the [Job Title] position at [Company Name].

Could you please provide me with the following documents:

- Job description and responsibilities
- Application guidelines
- Any additional information regarding the selection process

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]