

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [Job Posting Source]. I am particularly drawn to your company due to [specific reason related to the company or its values].

As I consider my application, I would like to inquire about the reporting structure for this position. Understanding who I would report to and how the team is organized is important for me to assess how I can effectively contribute to your organization.

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

Sincerely,

[Your Name]