

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 I recently applied for at [Company's Name]. I am excited about the opportunity to contribute to your team.

Before proceeding further, I would like to seek clarification regarding the reporting hierarchy within the department. Understanding the organizational structure is important for me to ensure alignment with the team's objectives and to ascertain how I can best contribute to the success of the department.

I appreciate your time and assistance in providing this information. Thank you for considering my application. I look forward to your response.

Warm regards,

[Your Name]