

[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 at [Company's Name] as advertised on [where you found the job posting]. I am eager to apply for this role, but I would like to seek clarification regarding the job description to ensure that I have a comprehensive understanding of the responsibilities and expectations.

Specifically, I would appreciate more information regarding the following aspects:

- [Specific aspect 1]
- [Specific aspect 2]
- [Specific aspect 3]

Your insights would greatly assist me in aligning my application with the needs of your team. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]