

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Job Responsibilities for [Job Title]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the specific job responsibilities associated with the [Job Title] position that I am interested in. I want to ensure that my skills align with the expectations of this role.

Could you please provide more detailed information about the day-to-day tasks and key responsibilities that the candidate would be expected to perform in this position? Additionally, any insights into the team structure and performance metrics would be greatly appreciated.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]