

[Your Name]

[Your Job Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

I hope this message finds you well. I am writing to inquire about your availability for the [Position Title] position at [Company Name]. We were impressed with your background and experience and would like to discuss this opportunity further.

Please let me know your availability for a conversation in the coming days. I look forward to your response.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]