

# Inquiry Regarding Job Vacancies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Title]

[Municipal Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about potential job vacancies within [Municipal Office Name]. I am particularly interested in positions related to [specific field or department], as I have a strong background in [your relevant experience or skills].

I would greatly appreciate any information regarding current or upcoming job openings, application processes, and any additional resources you may recommend for prospective candidates.

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

Warm regards,

[Your Name]