

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the specific job duties associated with the [Job Title] position that I recently applied for at [Company's Name]. I am eager to understand the responsibilities and expectations of the role to ensure that my skills align with the needs of your team.

If possible, I would appreciate any details you could provide regarding the daily tasks and responsibilities, as well as the key performance indicators for the role.

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

Sincerely,

[Your Name]