

# Inquiry Regarding Limited-Duration Job Opportunity

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[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 any limited-duration job opportunities that may be available within [Company's Name]. I am particularly interested in [specific area or field], and I believe my skills in [briefly mention relevant skills or experience] would make me a valuable addition to your team.

If you have any openings or plan to have any in the near future, I would greatly appreciate any information you could share. I am eager to contribute to [Company's Name] and gain valuable experience.

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

Sincerely,

[Your Name]