

Interest in Temporary Work Assignment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Job Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the temporary work assignment that was recently advertised in [where you found the ad]. With my skills in [mention relevant skills or experience], I believe I would be a valuable asset to your team during this period.

I am particularly drawn to this opportunity because [mention specific reasons related to the job or the company]. My background in [mention relevant background] has prepared me for the challenges of this role.

I am available for the duration of the assignment and am eager to contribute my expertise to [Company's Name]. Please let me know if you would like to discuss my application further. I look forward to the opportunity to speak with you.

Thank you for considering my interest.

Sincerely,

[Your Name]