

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company/Agency Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to request additional information regarding the [Job Title] position that was recently advertised on [Source of Job Posting]. I am very interested in this role and believe my skills align well with the requirements.

Specifically, I would appreciate any details regarding [specific information you need, e.g., job responsibilities, salary range, benefits, or application process]. Having this information would greatly assist me in completing my application.

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

Sincerely,

[Your Name]