

Inquiry Regarding Customer Service Positions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to inquire about potential job openings in customer service roles within your esteemed establishment, [Company Name]. I have a strong passion for hospitality and customer satisfaction, and I believe my skills and experience could contribute positively to your team.

With [Number] years of experience in the hospitality industry, I possess a solid foundation in providing exceptional service and handling customer inquiries efficiently. I am particularly drawn to your company because of [specific reason related to the company or its values].

Could you please inform me if there are any current or upcoming openings that fit my background? Additionally, I would appreciate any guidance on the application process or any recommendations for resources to better understand your company's expectations for customer service roles.

Thank you for your time and consideration. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

[Your Name]