

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to inquire about any current or upcoming job vacancies within [Bank's Name]. I am particularly interested in positions that align with my background in finance and customer service.

With [number] years of experience in the banking sector and a strong commitment to providing exceptional service, I am eager to contribute to your team. I would appreciate any information regarding available positions or the hiring process at [Bank's Name].

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

Sincerely,

[Your Name]