

John Doe

123 Main Street

Anytown, ST 12345

Email: johndoe@email.com

Phone: (123) 456-7890

Date: October 1, 2023

Mr. Smith Johnson

ABC Insurance Agency

456 Elm Street

Anytown, ST 12345

Dear Mr. Johnson,

I hope this message finds you well. My name is John Doe, and I am writing to inquire about potential opportunities as an insurance agent with ABC Insurance Agency. With a keen interest in the insurance industry and a desire to assist clients in finding the best coverage for their needs, I believe I could be a valuable addition to your team.

Having completed my insurance certification, I am eager to expand my knowledge and experience in a dynamic environment. I am particularly drawn to your agency's commitment to customer service and community involvement.

Could we schedule a time to discuss any available positions or internship opportunities? Thank you for considering my inquiry. I look forward to your response.

Sincerely,

John Doe