

John Doe

123 Main Street

City, State, Zip Code

Email: johndoe@email.com

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Date: October 1, 2023

Hiring Manager

Company Name

Company Address

City, State, Zip Code

Dear Hiring Manager,

I hope this message finds you well. My name is John Doe, and I am writing to inquire about any current or upcoming job openings for the Logistics Coordinator position at your esteemed organization.

With a background in supply chain management and more than five years of experience in logistics coordination, I am keenly interested in opportunities to contribute to your team. I believe that my skills in project management, vendor negotiation, and inventory control would make me a valuable asset to your company.

I would appreciate any information regarding potential job openings, application processes, or any upcoming hiring events. Thank you for your time, and I look forward to the possibility of working together.

Sincerely,

John Doe