

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to inquire about the Quality Assurance Technician position listed on [where you found the job posting]. With a background in [briefly describe your relevant experience or education], I am very interested in the opportunity to contribute to your team at [Company Name].

I would like to learn more about the qualifications you are seeking and the specific responsibilities associated with this role. Additionally, any information regarding the company culture and the advancement opportunities within your organization would be greatly appreciated.

Thank you for considering my inquiry. I look forward to your response and hope to discuss how my skills and experiences align with the needs of your team.

Sincerely,
Your Name