

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to inquire about the Warehouse Inventory Management position at [Company Name] as advertised on [where you found the job listing]. With a background in inventory management and a strong attention to detail, I am eager to learn more about this opportunity.

Could you please provide additional details regarding the responsibilities of the position and the qualifications you are seeking? I am particularly interested in understanding the tools and technologies used in your inventory processes.

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

Sincerely,

[Your Name]