

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient Name],

I am writing to inquire about any potential openings for a Film Production Assistant position within [Company Name]. As a passionate film enthusiast with a background in [Your Background or Relevant Experience], I am eager to explore opportunities to contribute to your team.

I have developed skills in [List Relevant Skills or Experiences] and am particularly drawn to [Specific Aspect of Company's Work or Projects]. I believe my enthusiasm and dedication would align well with the mission of your company.

If there are currently no openings, I would greatly appreciate any guidance on upcoming projects or any recommendations for pursuing a role in film production. Thank you for considering my inquiry. I look forward to the opportunity to discuss potential opportunities.

Sincerely,

[Your Name]