

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Dental Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about any current or upcoming openings for the position of Dental Assistant at [Dental Office Name]. With my background in dental assisting and a passion for providing quality patient care, I am keenly interested in exploring potential opportunities within your esteemed practice.

I have [number] years of experience working in various dental settings, where I developed my skills in patient management, assisting during procedures, and ensuring a positive experience for patients. I am particularly drawn to your practice because of [specific reason related to the dental office].

If there are any available positions or if you anticipate any openings in the near future, I would greatly appreciate any information you could provide. I am very enthusiastic about the possibility of joining your team and contributing to the high standard of care you offer to your patients.

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

Sincerely,

[Your Name]