

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am reaching out to inquire about any potential opportunities for the Editorial Director position within [Company's Name]. With my extensive background in editorial leadership and content strategy, I am eager to contribute to your team's vision and innovation.

Having [briefly describe relevant experience and skills], I am particularly drawn to [mention specific reason related to the company or its projects]. I am excited about the possibility of bringing my expertise in [mention specific areas] to elevate [Company's Name]'s editorial initiatives.

I would greatly appreciate the opportunity to discuss any upcoming roles or the potential for collaboration. Thank you for considering my inquiry. I look forward to your response.

Warm regards,

[Your Name]