To

XXX

Senior Manager, Human Resources Department

XXX Enterprises Pvt Ltd

ADDRESS

DATE

Subject: Job vacancy and profile related inquiry.

Dear Ms. XXX

My name is XXX and this letter is in reference to vacancy inquiry at your respectable organization. I am a post graduate with a Master’s degree from a reputable institution.

I am currently seeking job in the marketing segment of the companies industry wide. It will be a pleasure to be able to associate myself with an organization with such stature like yours   Through this letter I would like to inquire about any job vacancies that might be open for recruitment within the coming few days.

I hope you will keep my inquiry for record and inform me as and when a suitable job vacancy comes up. Hoping to hear from you soon,

Sincerely,

XXX