**Inquiry Letter Example**

**C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE14\Lines\BD15156_.gif**

**Date: 00/00/0000**

**[Write Name Here]**

[Designation]

[Address] [Contact]

**SUBJECT: INQUIRY ABOUT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Mr. / Mrs. \_\_\_\_\_\_\_\_\_\_\_\_,**

I am, Josh Macintosh, from New Jersey wish to inquire about job opening in your organization considering my good credentials in retail industry since past many years now.  I came to know about your recruitment drive for other positions very recently, but would like to know for a sales manager post for myself.  It would be of great help to me if details are revealed to me for any possible future recruitment drive conducted in near future.

It would be of great interest to both of us since quality output from workforce will be the main criteria for the above said post.  Your response to my initiative will help you out in every possible market wherein you have any demand for a manager spearheading the business into more profitable phase.

Thus, I will wait for your reply as early as possible and will follow your approach towards execution of the required post.

Yours Truly,

**[Write Complete Name]**

[Address]

C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE14\Lines\BD15156_.gif