**Request Letter for job Template**

Recipient's full address

Your full address  
and contact details

Date (In Full)

Objective (One sentence containing the purpose of the letter)

Dear (Insert full name),

I am writing to you in regards to the job vacancy that was advertised on 12/08/2016 on the website (insert where you saw the vacancy.) I am thoroughly interested in the job vacancy and I am writing to you to request more information about the role and the application process.

I believe I have an excellent knowledge of the skills required for this position and therefore I would appreciate it if you could give me more information on the application process.

You can contact me using the details above, and I look forward to your response.

Yours sincerely,

(Inset full name)