



[Date]

[Recipient Name]

[Role or Position]

[Name of Company]

[Address]

Dear [Name of Recipient],

My name is [Name of Sender] and I am writing this letter to request for an interview for the position of [name of position] in your company which I heard from [Name of referring person] who is an employee of your company.

I graduated from [Name of University] with the course of [name of course]. I have [number] years experience in [field of work related to position applied]. I am a very good team player and an excellent learner. I am certain that I can contribute to [name of company] through being one of your employees.

Thank you for considering my request for the position. I will contact you on [Date] to follow up regarding my request so we can set up a convenient time to possibly discuss further my application. Please feel free to contact me at any convenient time through the details provided for below.

Sincerely,

[Signature]

[Name of Sender]

[Address]

[Contact Information]