

Example Inquiry Letter for Job Vacancy with Referral

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inquire about potential job vacancies within **[Company Name]**. I was referred to your organization by **[Referral's Name]**, who spoke highly of your team and encouraged me to reach out regarding possible employment opportunities aligning with my qualifications and experience.

With a background in **[Your Professional Field]** and extensive experience in **[relevant skills or industries]**, I believe I could contribute significantly to your organization. My practical expertise in **[mention specific skills, software, or achievements]** and my proactive, team-oriented approach have been recognized in previous roles.

As recommended by **[Referral's Name]**, I am confident that my professional attitude and commitment to excellence would make me a valuable addition to your team. I am eager to discuss current or upcoming opportunities where my capabilities would best serve **[Company Name]**.

Please find my resume attached for your review. Thank you very much for considering my inquiry. I look forward to the possibility of contributing to your organization and am available at your convenience for an interview.

Sincerely,
[Your Name]