

## Example Inquiry Letter for Job Vacancy in Government Office

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

[Recipient's Name]  
[Official Title]  
[Government Office/Department Name]  
[Office Address]  
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to inquire about potential job vacancies within [Government Office/Department Name]. I am keenly interested in pursuing a position as a [Position Title] with your esteemed office, as my educational background and professional experience have provided me with the skills and commitment necessary for a career in public service.

I have completed [briefly mention your educational background, e.g., a Bachelor's degree in Public Administration from XYZ University], and I have gained relevant experience through [mention relevant experience, e.g., internships, previous employment, or volunteer work related to government or public service]. My strong communication, organizational, and analytical skills would allow me to make a meaningful contribution to your team.

I would be grateful if you could inform me of any current or anticipated job openings that align with my qualifications. I am also eager to learn about the application process and any requirements for employment within your office. Please find my résumé attached for your review and consideration.

Thank you very much for your time and attention to my inquiry. I look forward to your response and hope for an opportunity to discuss how I can contribute to [Government Office/Department Name].

Sincerely,  
[Your Name]