

Short Inquiry Letter Sample for Job Vacancy in Government

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

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

Dear [Recipient's Name],

I am writing to inquire about potential job vacancies within your agency. I am keenly interested in contributing to [Agency Name] and would appreciate any information regarding current or upcoming employment opportunities, as well as the application process.

Please let me know if there are available positions that suit my background, or if there are any steps I should take to be considered for future openings. I have attached my resume for your reference.

Thank you for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]