

# Request Letter

Sender Name

Sender Address

City, State, Zip Code

**Date:** DD/MM/YYYY

HR Department

Company Name

Company Street Address

City, State, Zip Code

Dear Sir

**Subject:** Write subject for the letter here with your position title in company name

With reference to the above subject, I would like to submit my application for the post \_\_\_\_\_ . Here I have attached my resume for your kind attention.

Sir, One major reason for which I decided to apply for this post confidently is the experience I have gained while working on a project during my employment at \_\_\_\_\_ (company name).

I assure you to use that confidence for carrying out the assignment assigned to me for satisfaction of the firm.

Looking forward to hear from you at the earliest for a personal interaction to peruse the possibility of working for your esteemed organization,

Thank You.

Yours Faithfully

\_\_\_\_\_  
(Name)