[Name of Recipient]

[Designation of the Recipient]

[Organization Name]

Date:

**Subject: [Write an Appropriate Subject Line]**

Dear Mr. / Mrs. [Name of the Recipient],

I am excited to hear from you about my recent application for the position of [mention Job Title/Position] in your company, [mention Company Name]. Please find attached to this letter my employment and salary history. I am open to the conversation regarding the amount of salary and the benefits, in accordance with the job responsibilities.

If you intend to schedule an interview or if you have any queries, you can contact me anytime.

Thanks!

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]