

Application Email Template

_____ [name of the recipient]

_____ [title of the recipient]

_____ [name of the organization]

Dated: _____ [dd/mm/yy format]

Respected _____ [recipient's name along with Mr. or Mrs. or Miss before the name],

I would like to apply for the designation of _____ [post for which the applicant wants to apply] in your organization.

I would be grateful if you do consider my application and give me a chance to sit for an interview. Please find my resume attached.

With best regards,

_____ [name of the applicant]

_____ [mobile number]

_____ [email id]

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