

## 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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