

Letter of Interest Example Template

Name

Address

Dear XYZ,

It has recently come to my attention that Jacqueline K. Cornett will be vacating her current position at the end of the month. While it is sad to see her go, I am interested in filling the post he occupied.

I have been working for Brewer Retail for quite a while now, and I feel that I would be a perfect fit to move into his job and take over his responsibilities. I know there must be many other people in this office that are inquiring about this position, but I truly feel that I am more qualified than any of them are. When the time to choose his successor comes, would you please keep me in mind? There is nothing I would love more than progress further up the ladder at B Brewer Retail.

Thankfully,
ABC