

[Your Name]
[Your Phone Number]
[Your Email]
[Your LinkedIn Profile]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Subject: Inquiry Regarding [Job Title or Department] Opportunities - Relocating to [City, State]

Dear [Hiring Manager Name],

I am writing to express my strong interest in joining [Company Name] as a [Job Title]. I have been a long-time admirer of your company's work in [Industry/Field], and I am reaching out as I am planning a permanent relocation from [Current City, State] to [Target City, State] in [Month/Year].

With [Number] years of experience in [Your Field], I have developed a specialized skill set in [Skill 1], [Skill 2], and [Skill 3]. In my most recent role at [Current/Previous Company], I successfully [mention a major achievement or project]. I am confident that my background in [specific area] would allow me to contribute effectively to your team.

While I am currently based in [Current City], my relocation plans are finalized, and I am prepared to interview via video or travel to [Target City] at my own expense. I am eager to bring my expertise to a local leader like [Company Name] and am fully committed to establishing my long-term career in the [Target City] area.

I have attached my resume for your review and would appreciate the opportunity to discuss how my skills align with your upcoming goals. Thank you for your time and consideration.

Sincerely,

[Your Name]