**Inquiry for Job**

Respected Ma’am,

Greetings of the day,

I hope this message finds you well. I would like to ask about the vacancy of English teachers at your educational institution. I finished studying at graduate school in English. I teach English and have 2 years of experience working as an English trainer.

I was looking for an opportunity to work with an organization like yours to educate students in collaboration with various institutions. I would like to know more about the position and other related matters. Send me a pamphlet to find out more about your organization and activities.

I look forward to hearing from you soon.

Yours sincerely,

Janvi Chandravadiya