

(Date of Letter)

Personnel Department

(Room, Floor or P.O. Box)

(Government Office Building)

(Street Address)

(City, State and Zip Code)

RE: Request for Employment Information

Attn: Personnel Director

Dear Personnel Director:

Please provide the undersigned with information relating to employment with your agency in the capacity of (specify type of position sought, e.g. secretarial, clerical, agent, etc.). Also, please indicate the educational background requirements for the position, along with any federal guidelines that might apply.

In addition to the foregoing, information regarding salary range, cities of availability for employment, and government salary classifications would also be helpful. Please provide any brochures or other articles of information that would appropriately describe employment opportunities with your agency. Kindly send all material to the address provided below. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.