

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Subject: Availability for Artificial Intelligence Specialist Role - [Your Name]

Dear [Recipient Name],

I am writing to formally confirm my interest in the Artificial Intelligence Specialist position at [Company Name] and to provide my current availability for the recruitment process and potential start date.

I am currently available for interviews at the following times:

- [Day of week], [Date]: [Time range]
- [Day of week], [Date]: [Time range]
- [Day of week], [Date]: [Time range]

Regarding my professional transition, I am available to begin full-time employment as of [Start Date]. My expertise in [Specific AI Subfield, e.g., Machine Learning, NLP, or Computer Vision] aligns closely with the goals of your current projects involving [Mention a specific company project or technology].

I have attached my updated resume and portfolio for your review. Please let me know if you require any additional documentation regarding my technical certifications or previous AI implementations.

Thank you for your time and consideration. I look forward to discussing how my technical background can contribute to the innovation at [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]