Sanya Verma

Marketing Director

Flowering Roses

P.O Box 729

Herndon, VA 20170

Janet Lynn

HR Director

The Learning Academy

1234 Anywhere Street

Ashburn, VA 20147

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Flowering Roses…makes the flower shine!

Sanya Verma

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Thursday April 11, 2013

Janet Lynn

HR Director

The Learning Academy

1234 Anywhere Street

Ashburn, VA 20147

Dear Ms. Lynn:

I wanted to say “Thank You” for taking the time out of your busy schedule to talk to me about working with The Learning Academy. I appreciate your time and consideration in interviewing our company to handle your needs.

After speaking with you and the group, I do feel that our company would be perfect for this position, offering quick turnaround and creativity that would be ideal for “TLA” to be successful in today’s competitive world.

In addition to our track record for performance, our organization will bring the skills necessary to get the job done on time and within budget.

I am very interested in working with you and look forward to hearing from you once the final decisions are made regarding this teaming arrangement.

Please feel free to contact me at anytime if further information is needed. My cell phone number is (555) 111-1111.

Sincerely,

Sanya Verma

Marketing Director

Flowering Roses