

Business letter samples

محتويات
المرجع الأول للمحتوى العربي

63 wood road,
beechhill,
co. monaghan.

26th June 2006

The Manager,
Jean World,
Castletown,
Co. Monaghan.

Dear Sir/Madam

I wish to apply for the position of shop assistant as advertised in the 'Evening Herald' on 25th June. I am fifteen years old, and have just completed third year in Brooklawn Community College. I received the Junior Certificate in English, Mathematics, Irish, Business Studies, Home Economics, French and Art. For the past two years, I have had a part-time job in a local newsagent where I gained experience of working with the public, keeping shelves stocked, and dealing with cash. My interests are football, music and clothes. I am a member of my local football club. I can supply references from the principal of my secondary school and from the manager of Newstime shop, Mr. P. Wright. I am available for interview at any time.

yours faithfully,

Keith Lyons

99 Thornbush Grove,
Riverside,
Jamestown,
Dublin 8.

26th June 2008

The Manager,
Mac's Superstore,
Red Lane,
Dublin 8.

Dear Sir/Madam,

I wish to apply for the position of shop assistant as advertised in the 'Evening Herald' on 25th June.

I enclose a copy of my Curriculum Vitae, giving my personal details and educational record.

As you will see, I have had some experience of working in a supermarket and that is why I am particularly interested in this position.

I am available for interview at any time.

Yours faithfully,

Kenneth McCarthy.

6123 Farrington Road
Apt. B11
Chapel Hill, NC 27514
January 11, 2005

Taylor, Inc.
694 Rockstar Lane
Durham, NC 27708

Dear Human Resources Director:

I just read an article in the *News and Observer* about Taylor's new computer center just north of Durham. I would like to apply for a position as an entry-level programmer at the center.

I understand that Taylor produces both in-house and customer documentation. My technical writing skills, as described in the enclosed resume, are well suited to your company. I am a recent graduate of DeVry Institute of Technology in Atlanta with an Associate's Degree in Computer Science. In addition to having taken a broad range of courses, I served as a computer consultant at the college's computer center where I helped train users to work with new systems.

I will be happy to meet with you at your convenience and discuss how my education and experience match your needs. You can reach me at my home address, at (919) 233-1552, or at krock@devry.alumni.edu.

Your Company Logo and Contact Information

January 11, 2005

Brian Eno, Chief Engineer
Carolina Chemical Products
3434 Pond View Lane
Durham, NC 27708

Dear Mr. Eno:

Enclosed is the final report on our installment of pollution control equipment at Eastern Chemical Company, which we send with Eastern's Permission. Please call me collect (ext. 1206) or email me at the address below if I can answer any questions.

Sincerely,

Nora Cassidy
Technical Services Manager
ncassidy@company.com

Enclosure: Report