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123 Main Street, Anytown, CA 12345 555-555-5555 - Person.jones@email.com

September 1, 2018

Eric Lee
Editor-in-Chief
ABC News
123 Business Rd.
Business City, NY 54321

Dear Mr. Lee,

For the past 10+ years I have followed your career through news events, interviews, and web research. Your dedication to the media and your understanding of the important role journalists play in today's fast-paced information highway, coupled with your belief in the power of the press, is exemplary. In addition, I know you were a student at Columbia with John Smith, my journalism professor at Missouri State.

I have had the privilege of using my journalistic abilities on three widely different publications. When I left college, I immediately went to work for the typical small town newspaper and learned all aspects of getting the paper to the people in a timely manner. I then moved to regional manager for a media corporation composed of small to mid-size newspapers in the Midwest. In my current position, I am Chief Correspondent for one of the largest newspapers in the southwest.

I would greatly appreciate an opportunity to visit with you to get your insight and suggestions on where my skills and abilities would be of the greatest value to the journalist field, not only newspapers but other mediums as well.

The week of March 15 - 18, I will be in New York City. I'd like to visit with you and get your feedback on my writing ability, along with suggestions on where my skills would be of the greatest value from your point of view. I do have a portfolio of my work that I will have with me.

Thank you so much for your time. I will call your office to set up a convenient time. I do look forward to meeting you.

Sincerely,

THANK YOU FOLLOWING A COMPANY SITE VISIT

Your Name
Your Street Address
Golden, CO 80401
Your Phone Number
Your Email Address
(blank space)
Today's Date
(blank space)
Mr. Samuel Jones
XYZ Company
1234 Blank Street
Oklahoma City, OK 98765
(2 blank spaces)

Dear Mr. Jones:

Thank you so much for your hospitality during my recent visit to Oklahoma City. I enjoyed my stay very much and appreciated the opportunity to see your plant. I hope you will express my thanks to Bob Smith and Nancy Williams for the time they spent with me, and the insights they gave me.

I was particularly interested in the _____ Department. I think my background in _____ would help me fit into that work very well. I was glad to hear that you expect that area of your business to grow substantially in the next few years.

I have enclosed an itemized list and the receipts for my expenses during my time in Oklahoma City. The City Motel was a very nice place to be located.

Again, thank you for your kindness during my visit. I will look forward to hearing from you regarding my possible employment with XYZ Company.

Sincerely,

(Handwritten Signature)

Typed Name

SAMPLE MEETING REQUEST LETTER

[DATE]
[NAME OF SCHEDULER], Scheduler
Office of the Honorable [REPRESENTATIVE OR SENATOR]
[ADDRESS]

Dear [NAME OF SCHEDULER]:

[REPRESENTATIVE OR SENATOR NAME] represents numerous TRIO programs in [STATE/DISTRICT] that have helped hundreds of low-income and first-generation college students matriculate and succeed in institutions of higher education. These programs have resulted in thousands of success stories, and in order to maintain this flourishing momentum, we need to secure a solid foundation of support from [REPRESENTATIVE OR SENATOR NAME].

I would like to request a meeting with [REPRESENTATIVE OR SENATOR NAME] and/or the appropriate staff person to discuss issues pertaining to the continuance and improvement of TRIO programs within [DISTRICT/STATE]. I expect to be joined in this meeting by several other constituents of [REPRESENTATIVE OR SENATOR NAME]. I will forward their names and titles to you before the meeting date.

I will call your office next week to follow-up and schedule an appointment with [REPRESENTATIVE OR SENATOR NAME] and/or the appropriate staff person. In the meantime, if I can provide any additional information or be of any further assistance, please do not hesitate to contact me.

Sincerely,

[Name]
[Institution]
[Contact Information]

Subject: Your application for the post of _____

Dear Ms/Mr _____

We are in receipt of your application for the post of _____. We are pleased to inform you that our organization has found you eligible for the profile described.

You are requested to report at our office at Ruprani House at 9:30AM on _____ (date from when the individual is expected to join) in approval to your appointment.

This is to inform you that this letter will be null and void in case you do not report at the date and time specified in this letter.

As per our Company policy, you will be on Contract for a period of _____ (specify the period as per the HR policy) and then, based on your performance and review you will be taken to the next level of employment in the organization.

During your Contract period you are entitled to take _____ (specify the leaves that the employee can take as per your Leave policy). In cases of emergency for any extra leave requests however the decision will be upon the management.

We hope to have a long successful professional relationship with you and wish you all the very best.

Yours sincerely

(Designation of the authority)
cc: Human Resource Department

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