

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Address Line
City, State Zip Code

Re: Job Opening

Dear :

I am writing to inform you that we have a job opening in our production department. If you are interested in the position please stop by Human Resources to submit an application and to obtain a job description.

Sincerely,

N A M E