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The Hiring Manager,
Falcon's Association.

Subject: Meeting Appointment for Job

Dear Sir,

I hope to find you hearty enough. I 'Jimmy Kin' have applied for the vacancy of Communication Officer in your prestigious organization. I have provided my Curriculum Vitae and other testimonials before and I received call and it was told that I have to wait till meeting appointment letter. Currently, I have not got any response from your side.

I fall on the requirement criteria mentioned by you. I consider that a chance of meeting would be good enough as I am eager to join your organization and by meeting I will be able to further elaborate my personality. I shall be looking forward to you.

Sincerely,

Eva James.