

Email Examples

Dear Hideomi Kinoshita,

I am interested in the logistics development internship with your company. I am applying for this position because I feel that I would be a good fit for your organization based on my educational background and current internship experience. I have attached a cover letter and my resume.

Best regards

Beyonce

Dear Paul,

I am interested in the one bedroom apartment that you are renting in your building. Is it still available? I need to find a place by the end of this month. I will be living in the apartment with my girlfriend. We are both working professionals, clean and respectful of others. If the apartment is still available, we would like to see it sometime this week. We are free any day after 5pm, so please let me know which day works best for you.

Regards,

Jay-Z

Hello Leigh,

It was nice talking to you today. I think you have many good ideas and I would like to help you with your project. I am usually free to meet in the evenings after 5pm.

Thanks,

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