

COMPANY LETTERHEAD IS AVAILABLE

Tamara Howe [Sender's Name] Organization Name and address already covered in the cover letter, hence need not be repeated here. Only the name of the sender is sufficient.

Ap 9656 Lobortis. Avenue
Rocky Mount WA 48580
(687) 001-0001

Date: DD-MM-YYYY

LHDH Inc. [Recipient's Organization Name]
515 Egestas. Rd.
Manitowoc TN 07528 [Recipient's Organization Address]

Subject: (-----)

[Salutations]

[Content para 1]: This is the space that should be used by the sender to set the context. For example, if the letter is being written in response to a candidate's query seeking a job, the sender should mention their profile (recruitment officer) and why they are writing this letter (responding to the query by the job seeker). This is where the recipient gets a fair idea of what the letter is about.

[Content para 2]: Here the sender expands on their previous para and explains further, which is the core content and purpose of the letter. To continue the previous example, the recruitment officer can thank the candidate for their interest in the organization, inform that a suitable position is currently not available, or if the position is available, they can go on to explain what the profile is, what are the expectations and what will the recruitment process be.

[Content para 3]: This should ideally be the concluding paragraph, where the sender summarises the information for the recipient and outlines the expected future actions. For example, the recruitment officer can inform the candidate that the hiring may resume after three months and they will reach out to the candidate. Or in case, the hiring is still taking place, and they can inform the candidate about the expected next steps (filling up of candidate registration form) and the timelines expected (1 week).

[Closing] Best Wishes,

[Keaton Underwood]
[Sender's Designation]

