

Sherri Soanso
1234 Anywhere Street
Brantford, Ontario, N2L 2P3
P. (519) 123-4567
Email: sherri@soanso.com
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Walt Flannigan
Human Resources Manager
Time For Cookies
123 10th Street
Brantford, Ontario

Dear Mr (Use first name if appropriate) Flannigan:

Thank you for having met with me on Wednesday to discuss a career opportunity as a baker with Time For Cookies.

During our discussion, I was impressed to hear that Time For Cookies is expanding its operations into the Canadian market. As a result, more Canadian entrepreneurs will have business opportunities, and perhaps a more diversified food market will develop.

With my knowledge of line cooking and experience in professional kitchens, I can provide timely and accurate baking services as well as support to any new branch office you may be opening here in Brantford.

I look forward to meeting you again in the near future. Should you require additional information, please do not hesitate to contact me at (519) 123-4567.

Sincerely,

Sherri Soanso