

# ← *Arrow Industries* →

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Edmonton, Alberta  
T4P 1D5

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**Modified Block  
Style** The date,  
complimentary  
closing, and writer's  
identification are  
tabbed to centre.

←  
March 14, 2010

Tejal Mali  
1001 Salisbury Drive  
Sherwood Park, Alberta T8A 3K7

Dear Ms. Mali:

Thank you for your interest in the receptionist position for Arrow Industries.

We are impressed by the confidence and enthusiasm expressed in your cover letter and resume and are pleased to inform you that you have been shortlisted for an interview. Personnel will be contacting you by phone to arrange your interview time and location.

Please bring a portfolio of your sample work, as well as reference letters, to the interview.

We look forward to meeting with you.

Sincerely,

Darren Wicks, Manager

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