**== NAME ==**  
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== ADDRESS 1 ==  
== ADDRESS 2 ==  
  
== DATE ==

== COMP NAME ==  
== COMP ADDRESS 1 ==  
== COMP ADDRESS 2 ==

RE: == POSITION ==== MONTH == - #== POSITION NUMBER ==

Dear Hiring Manager  
  
== INTRO ==  
  
== BODY 1 ==  
  
== BODY 2 ==

Thank you for your time and consideration. I am looking forward to an interview in the future to discuss any qualifications.  
  
Sincerely,  
  
  
== NAME ==