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To whom it may concern:

I am writing to enquire about your tour service in the company and ask. what are the services that you offer to the general public?

I have been investigating recently about your company and I would like to see by myself the work standards that a multibillion company manages in their facilities. And also to know the level of preparation that this type of places requires. Furthermore, it would be great in a future time that someone with my knowledge could be part of the company.

I look forward to hearing from you.

Galvan Victor