

Subject: Lorem Ipsum is simply dummy text

Dear Mr or Mrs,

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. **It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.** It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

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Regards,

Your name

Position

Company

Contact Information

Subject: Changes to the proposal

Dear John,

I'm writing to you because we had to make some adjustments to the presentation. I know that the clients were expecting to see all the numbers and figures, but apparently **we still need to check those carefully**. With this in mind, could you go over those to see if you find the missing information? It's urgent.

Let me know if you can get this done by today.

Regards,

Paula Becerra

Ed. Analyst

Platzi

Phone number: 3000000

Ext. 1200

Platzi HQ
Calle xx # xx - xx
Oficina xxxx
Bogota, Colombia

Name of the company
Calle xx # xx - xx
Oficina xxxx
Bogota, Colombia

May 7th, 202X

Dear Mrs or Mr,

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Sincerely,

John Smith
CEO [Name of the company]

Platzi HQ
Calle xx # xx - xx
Oficina xxxx
Bogota, Colombia

Name of the company
Calle xx # xx - xx
Oficina xxxx
Bogota, Colombia

May 7th, 202X

Dear Mrs. Chapaval,

For the last 15 years at PaulEnglish we have been truly concerned with the training process of all our employees. No matter the department they are in, we have constantly been preoccupied with identifying the best options for them to continue with their academic growth. These strategies have led us to have very good and interesting experiences, and some that could have definitely been improved.

Platzi has appeared as an interesting option for training our employees. It has become evident for us that you hold a great amount of relevant content, which is specialized in areas such as development, marketing, design and businesses. For now, we would like to become more familiar with your marketing content, since our employees needing more training are the ones in this area.

With this in mind, we would like to arrange a meeting with you and the people who are part of your team in order to see if together we can design a tailor-made program for our employees.

Please let us know at your earliest convenience.

Sincerely,

John Smith
CEO at PaulEnglish

Platzi HQ
Calle xx # xx - xx
Oficina xxxx
Bogota, Colombia

Name of the company
Calle xx # xx - xx
Oficina xxxx
Bogota, Colombia

May 7th, 202X

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Sincerely,

John Smith

Platzi HQ
Calle xx # xx - xx
Oficina xxxx
Phone number
Bogota, Colombia

Your name
Calle xx # xx - xx
Oficina xxxx
Phone number
Email address
Bogota, Colombia

May 7th, 202X

Dear Mrs or Mr,

I am writing to you for the position of Digital Director with the PaulEnglish based on the recommendation of a mutual friend, Fabian Oloarte. My experiences in different companies make me an ideal candidate for this position.

For the last three years I worked at CelisRobotics as Digital Supervisor. In this position, I had the opportunity of working with a number of clients, which looked for digital marketing strategies and economic growth. Through the analysis and implementation of specific plans and tailor-made strategies we helped the 85% of those companies to grow in more than 35% of total income.

Certainly, the abilities I have for content development, data analysis, copywriting, inbound and outbound marketing have made me achieve many of my professional goals. In addition to this, my work with several companies has led me through a path of constant learning and assessment of my professional skills. Something that, I consider, allows me to improve in my day-to-day performance.

One of the reasons why I find this position so exciting is because your company has, for many years, displayed a constant inclination for improving your team. I have always thought that teamwork is what makes a company great, and it's clear that you have accomplished that through the culture and values you promote.

I am prepared for this leading role as a result of my experience and my professional interests.

Thank you for reviewing my application. Should you have any questions, you may reach me using the contact information listed above.

Best regards,

Juan Pérez

Business Proposal

Executive summary:

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Problem statement:

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Proposed solution:

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Financial proposal:

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