mid night battle by dr. d. k. olukoya

legitimate mail or packets

https://www.youtube.com/watch?v=yz10yHPNflE

**Legitimate Packet 1**

**Subject:**Mary White Absence

Dear Mr. Grey

Please accept this written notification of my absence on November 16, 20XX. I was unable to attend work due to sickness.

If you need additional information, please let me know.

Sincerely,

Mary White  
marywhite2345@email.com  
123-456-7890

**Legitimate Packet 2**

**Subject:**Joe Brown - Absence June X, 20XX

Dear Steve,

I am writing to document my absence due to illness on June X, 20XX. I was unable to report to work due to an acute attack of food poisoning. Please see the attached report of my treatment at Urgent Care.

Regards,

Joe  
joe.brown765@email.com  
555-555-5555

**Legitimate Packet 3**

**Subject:** Jane Doe - Absent From Work

Dear Supervisor Name:

I've come down with the flu and will not be coming in on Tuesday, March 2, so I can rest and recover. I've asked Patricia to check on my clients to ensure all of their needs are met and Tom will prepare the report for our meeting Friday.

I will try and check email if you need anything urgent.

Thank you,

Jane

**Legitimate Packet 4**

**Subject:**Thank You

Dear Wendy,

I really appreciate all your help in getting the restaurant ready for opening night.

You've been right there, helping out wherever and whenever needed for these past few months. Everything has finally come together, and we're ready to open the doors to the public.

I'm looking forward to continuing to work together.

Cheers,

Bob

**Legitimate Packet 5**

Subject: Thank You Very Much!

Dear John,

I wanted to let you know how much I appreciated your help with the project.

I know how much time and effort you invested to not only get the project done prior to the deadline, but to ensure the client was satisfied with every step of the process.

You are a valued member of our team, and I truly appreciate your contributions!

Best,

Samantha

**Legitimate Packet 6**

Subject: Thank You

Dear Kwame,

Thank you very much for meeting with me yesterday regarding my current project. I really appreciate your insights, and am looking forward to implementing many of your suggestions.

It is helpful to have someone who has had experience with similar issues on previous projects to talk things over with. I appreciate your taking the time out of your busy schedule to speak with me.

I'll be sure to send you a follow up when this project is complete.

Best regards,

Jessie

**Legitimate Packet 7**

**Subject:**Hospitality Committee

Hi Mary Anne,

Thanks for offering to co-coordinate the Hospitality Committee. I just got a copy of the responsibilities from Joan, which I'll forward to you along with the list of members.

I have an opening letter written, which I'll also forward, so if you have anything to add/edit we can do that and get it out early this week!

I really appreciate your help. We can talk about how we want to divide things up, and coordinate with the Chairs about dates for Pumpkin Carving and Pizza Night.

Mary

**Legitimate Packet 8**

**Subject line:** Annual Conference

Dear Suzanne,

Thank you so very much for all of your invaluable assistance with planning our annual conference. Your expertise in handling the logistics, the meeting arrangements, the multimedia presentations, coordinating travel, and in organizing the event were greatly appreciated.

Many of our keynote speakers and participants made a point of telling me how impressed they were by the smooth organization of all of the lectures and other related events. I really appreciate your help and advice, and I am sure we will be contacting you for your assistance with next year's conference.

In the interim, if I can provide you with a recommendation or if there is anything else I can do to assist, please don't hesitate to ask.

Best regards, Mary Jones

**Legitimate Packet 9**

**Subject Line:** Job Application - Candidate Name

Thank you very much for your interest in employment opportunities with ABCD company.

This message is to inform you that we have selected a candidate who is a match for the job requirements of the position.

We appreciate you taking the time to apply for employment with our company and wish you the best of luck in your future endeavors.

Best regards,

Hiring Manager

**Legitimate Packet 10**

**Subject: Appreciation of Offer**

Dear Mr. Bunuel,

I truly appreciate your offer of the position of Head Chef at your premier restaurant "Chez Bunuel" in Manhattan, New York. The opportunity to work in such an exclusive kitchen with a hand-picked staff is very enticing for any Chef.

Before I make a final decision, I would like the opportunity to meet with you regarding the salary you have offered. A move to New York City would mean a major commitment, and the compensation would need to be mutually appropriate.

My reputation and creativity are well known throughout the industry, and I would truly appreciate your consideration and discussion in this matter.

Respectfully yours,

Luis Plauten

**Legitimate Packet 11**

**Subject: Thanks for Offer**

Dear Ms. Montagne,

Thank you very much for offering me the position of Senior Sales Associate at The Revelation Company. The opportunity looks very interesting, and I am sure that I would find the position fascinating.

I am hoping that we can discuss the possibility of including commission to my base salary as my experience and contacts will enable me to bring additional revenue to the company. Please let me know if we can meet to discuss this before I make a decision about accepting your offer.

Thank you for your consideration.

Respectfully yours,

Suzanne Pavilion

**Legitimate Packet 12**

**Subject: Acknowledgement of Offer**

Dear Contact Name,

Thank you for your offer of the position of Regional Manager of Product Development for the Witten Company.

I am impressed with the depth of knowledge of your development team and believe that my experience will help to maximize the profitability of the department.

I would like to meet with you regarding the salary and benefits you have offered, before I make a final decision. I feel that with the skills, experience, and contacts in the industry that I would bring to Witten, further discussion of my compensation would be appropriate.

Thank you very much for your consideration.

Sincerely,

Your John Kenedy

**Email:** kenedy@gmail.com

**Phone:** 555-555-1234

**Legitimate Packet 13**

**Subject**: Store Manager Position - Your Name

Dear Hiring Manager,

I read your job posting for the Store Manager position with interest, as the qualifications you are seeking match closely with my professional skills and experience.

I can offer XYZ Company:

- Over five years of retail management experience

- Ability to effectively hire, train, and manage staff

- Payroll management, scheduling, reports, and inventory control expertise

- Extensive work with visual standards and merchandising high-ticket items

In addition to my extensive retail experience, I have excellent communication skills. I always maintain a gracious and professional manner when communicating with people, including customers and store staff. My broad experience and range of skills make me a superior candidate for this position.

My resume, which is below, provides additional information on my background and qualifications. I look forward to hearing from you as soon as possible to arrange a time for an interview.

Thank you for your consideration.

Paul Jones  
Phone  
Email Address

**Legitimate Packet 14**

**Subject**: Alex Applicant

123 Main Street

Anytown, CA 12345

555-555-5555

alex.applicant@email.com

September 1, 2018

Brett Lee

Nurse Manager

St. Ansgar Hospital

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee:

I am writing to apply for the position of nursing attendant, as advertised on the St. Ansgar Hospital website. As a trained nursing assistant who is fulfilled by working with patients and staff, and by helping people, I would be a great asset to your nursing staff.

I completed my nurse assistant program in June of 20XX, and I also have a nurse attendant certificate from the state of New York. I have been working part-time at Dr. Ellen Mueller’s primary care office in Smithtown, NY, for the past year, so I am experienced in working with patients. In addition, I am diligent about my responsibilities, and I have a flexible schedule which enables me to work almost any hours that you need.

I’ve attached my resume so that you can review my education and experience. My email is alex.applicant@email.com, and my cell phone number is 555-555-5555. I hope to hear from you soon. Thank you very much for your time and consideration. Respectfully,

Alex Applicant

**Legitimate Packet 15**

**Subject line:** Annual Conference

Dear Suzanne,

Thank you so very much for all of your invaluable assistance with planning our annual conference. Your expertise in handling the logistics, the meeting arrangements, the multimedia presentations, coordinating travel, and in organizing the event were greatly appreciated.

Many of our keynote speakers and participants made a point of telling me how impressed they were by the smooth organization of all of the lectures and other related events. I really appreciate your help and advice, and I am sure we will be contacting you for your assistance with next year's conference.

In the interim, if I can provide you with a recommendation or if there is anything else I can do to assist, please don't hesitate to ask.

Best regards,

Mary Jones

**Legitimate Packet 16**

**Subject**: Dear Mr. Bunuel,

I truly appreciate your offer of the position of Head Chef at your premier restaurant "Chez Bunuel" in Manhattan, New York. The opportunity to work in such an exclusive kitchen with a hand-picked staff is very enticing for any Chef.

Before I make a final decision, I would like the opportunity to meet with you regarding the salary you have offered. A move to New York City would mean a major commitment, and the compensation would need to be mutually appropriate.

My reputation and creativity are well known throughout the industry, and I would truly appreciate your consideration and discussion in this matter.

Respectfully yours,

Luis Plauten

**Legitimate Packet 17**

**Subject**: Reference to Position Offered

Dear Ms. Montagne,

Thank you very much for offering me the position of Senior Sales Associate at The Revelation Company. The opportunity looks very interesting, and I am sure that I would find the position fascinating.

I am hoping that we can discuss the possibility of including commission to my base salary as my experience and contacts will enable me to bring additional revenue to the company. Please let me know if we can meet to discuss this before I make a decision about accepting your offer.

Thank you for your consideration.

Respectfully yours,

Suzanne Pavilion

**Legitimate Packet 18**

**Subject**: Managing Director

Managing Director,

Thank you for your offer of the position of Regional Manager of Product Development for the Witten Company.

I am impressed with the depth of knowledge of your development team and believe that my experience will help to maximize the profitability of the department.

I would like to meet with you regarding the salary and benefits you have offered, before I make a final decision. I feel that with the skills, experience, and contacts in the industry that I would bring to Witten, further discussion of my compensation would be appropriate.

Thank you very much for your consideration.

Sincerely,

Your Rolly Martins

**Email:** youremail@gmail.com

**Legitimate Packet 19**

**Subject**: Lewis Applicant  
123 Main Street  
Anytown, CA 12345  
555-555-5555  
lewis.applicant@email.com

September 1, 2018

Julia Lee  
Director, Communications  
ACME Retail  
123 Business Rd.  
Business City, NY 54321

Dear Ms. Lee,

I would like to formally apply for the Assistant Communications Manager position in the Corporate Communications Department. As you are aware, I have had extensive experience with Acme Retail starting when I participated in your summer editorial intern program while I was still in college in [insert Year].

Since then I have been advanced through progressively more responsible positions in both the Human Resources and Marketing Departments. During my tenure, I have developed exceptional writing and editing skills and have designed and implemented highly successful communications strategies at the departmental level.

I have also demonstrated my ability to work with leaders across business units and multiple lines of business, consistently earning exemplary scores on my annual performance evaluations by my supervisors.

In addition, I have been responsible for benefits communications and employee relations, as well as liaising with the company's clients and vendors to ensure that all projects are completed by established milestones.

These are just a few examples of my accomplishments and contributions to our company. I hope that you will find that this brief view, in combination with the attached resume, describes a dedicated employee of Acme Retail with the experience and skills to meet or exceed the requirements of the position of Assistant Communications Manager.

I appreciate your consideration and look forward to discussing this opportunity for promotion with you at your convenience. Please let me know if there is any other information I can provide that will support my candidacy for this promotion.

Best regards,

Lewis Applicant

**Legitimate Packet 20**

**Subject:** Application for Manager - Shoe Department

Dear Martin Corly,

It was with great interest that I read that Human Resources is seeking applications for a new Manager in the Shoe Department. Please accept my resume for review and consideration for this role.

I have been with Casy's for a total of four years, two in my current position of Assistant Manager in the Children's Department, and two as a Sales Associate in the Junior Department. Before coming to Casy's, I worked for Mears as a Sales Associate in the Shoe Department as well as in the Men's Department.

With my experience in varied departments, I feel that I would be an asset as a Manager here at Casy's. In my capacity as an Assistant Manager, I successfully took on many of the Managerial duties in the Children's Department last year when Suzy Smith was out on maternity leave, and I would welcome the opportunity to bring that same stability, energy, and dedication to the Shoe Department within the vacancy created by Amy Jenner's sudden departure.

I appreciate your consideration for this position. It has been a real pleasure to come to work every day since you hired me, and I thus look forward to continuing to grow in my career at Casy's.

Best regards,

Agbu Peter  
agbupeter@gmail.com

555 5777775

**Legitimate Packet 21**

**Subject:** Application for Assistant Manager

Dear Ms. Lee,

I was very interested when I saw the posting for the position of Assistant Manager. I would like to respectfully submit my resume for your consideration.

I believe that my experience here at ABC Company makes me an excellent candidate for the position. I have been with the company for 5 years, and have worked in several different capacities (List). The skills I have gained in these positions over the years, and my intimate knowledge of the systems and procedures at ABC, I believe, will be a unique asset in the position of Assistant Manager.

The work environment at ABC is exciting and challenging to me, and I believe that I have made many valuable contributions to the (List Name(s) of) Department(s). (If applicable, list accomplishments). I have learned a lot from the people I have had the pleasure of working with, and look forward to growing in my professional career here.

Thank you for your time and consideration for this position. I look forward to hearing from you.

Sincerely,

Albert Jones  
Customer Relations  
albert.jones@email.com  
555-555-5555

**Legitimate Packet 22**

**Subject**: Reggie Jones  
123 Main Street  
Anytown, CA, 12345  
reggie.jones@email.com  
555-555-5555

March 1, 20XX

Jennifer Lee  
Manager  
XYZ, Inc.  
123 Business Rd.  
Business City, NY 54321

Dear Ms. Lee,

I am writing to request consideration for a transfer from my position at XYZ Inc. to a similar position at the XYZ office located in Dallas, Texas. My family has experienced some changes which necessitate the need for me to be in closer proximity to them.

I have enjoyed working here for the past seven years and appreciate the experience I have gained. I have held several positions at XYZ, which have given me an excellent overview of the company’s operations.

I am confident that my in-depth knowledge and strong communication skills would be an asset to the staff in Dallas. While I will regret leaving my colleagues here, I feel that I could contribute significantly to the company’s potential growth in Texas.

I am enclosing my updated resume for your review. Thank you for your consideration and assistance in this matter. If you need any additional information, please contact me.

Sincerely,

Reggie Jones

**Legitimate Packet 23**

**Subject:**Application for Transfer

Dear Brenda,

I would like to respectfully inquire about the possibility of a transfer from Cassy’s in Anytown, NY to the Newcity, OH location. My spouse has received a job opportunity there, which would begin next month. I have enjoyed working here for the past six years, first as Assistant Manager, and in my recent promotion to Manager. I feel that I have been an asset in the Bridal Department and would like to continue my association with the company.

I am able to stay on for several weeks to help train someone to fill the position I will leave here in Anytown. I know several employees at the store who would make good candidates for the position and would be happy to share my thoughts with you.

My experience at Cassy’s has been very rewarding, and I would appreciate the opportunity to continue my career with the company.

﻿I have attached a copy of my resume for your convenience. Your thoughtful consideration of my request is greatly appreciated.

Sincerely,

Andy Lau  
Manager  
andy.lau23@email.com  
123-456-7890

**Legitimate Packet 24**

**Subject:** Application for Assistant Manager

Dear Ms. Lee,

I was very interested when I saw the posting for the position of Assistant Manager. I would like to respectfully submit my resume for your consideration.

I believe that my experience here at ABC Company makes me an excellent candidate for the position. I have been with the company for 5 years, and have worked in several different capacities (List). The skills I have gained in these positions over the years, and my intimate knowledge of the systems and procedures at ABC, I believe, will be a unique asset in the position of Assistant Manager.

The work environment at ABC is exciting and challenging to me, and I believe that I have made many valuable contributions to the (List Name(s) of) Department(s). (If applicable, list accomplishments). I have learned a lot from the people I have had the pleasure of working with, and look forward to growing in my professional career here.

Thank you for your time and consideration for this position. I look forward to hearing from you.

Sincerely,

Albert Jones  
Customer Relations  
albert.jones@email.com  
555-555-5555

**Legitimate Packet 25**

**Subject:** Sales Manager - Robert Sierra

Dear Mr. Brooks:

My colleague Kathy White suggested that I contact you regarding the position of sales manager you have open at ABC Publishing. She and I worked together in domestic sales at XYZ Communications, and she encouraged me to contact you as she feels that my talents would make an excellent addition to your team.

My skill set in sales is comprehensive and proven over my years of experience. My communications ability, organization, outgoing personality and attention to detail have all contributed to my success, and I would bring the following to your team:

•  10 years of domestic sales experience with a solid client base

•  Leadership in strategic sales techniques, with experience in mentoring and managing successful groups

•  Track record of exceeding goals and influencing the growth of client base

•  Experience in marketing and social media

•  Ready to help promote digital and print publications in an expanding company

ABC Publishing has been a well-established leader in the industry for many years, and through its innovative initiatives has had a positive influence on local communities as well. I look forward to discussing the ways that I can contribute to these goals as well, through your youth outreach and literacy programs.

I appreciate your time and consideration in reviewing my attached resume, and considering me for the position of sales manager. My experience, skills, and goals are well matched for the position, and I would welcome the opportunity to meet with you to talk about how I can help ABC continue successfully into the future.

Sincerely,

Robert Sierra  
999 Grove Lane  
City, State 55555  
(555) 222-3333  
robertsierra@email.com

**Legitimate Packet 26**

**Subject**: **INVITATION TO THE 6th ANNUAL ENTREPRENEURSHIP PROMOTION CONFERENCE**

Dear David Salaska,

We would like to invite you to attend the 6th Annual Entrepreneurship Promotion Conference organised by The Entrepreneurship Promoters Inc. , which is slated to hold from 13th Jan 2016 – 15th Jan 2016 at the Sheraton Hotel and Conference Center, Sydney Australia.

Entrepreneurship Promoters Inc. is a Not for Profit Organisation which has been providing vital information, inspiration and motivation to the citizens of Sydney to start and manage their own business. Every year we organize a conference where we invite entrepreneurs around the city to discuss some tips and tools that will promote or help their business.

This year our keynote speaker will be Mr John Marcus a 25 year old online entrepreneur who makes a profit of $40,000 every month. He will be speaking on the topic – **Taking your business to the next level via online marketing.**

During this year’s conference we would like to recognize you as one of the business owners that our budding entrepreneurs can interact with during the conference.

Kindly let us have your response by December 31st 2015 so that we can make further arrangements. We look forward to receiving a favorable consideration from you. We may also be contacted on phone at 111-111-3333.

Yours sincerely,

Jacob Yakov  
Secretary  
Entrepreneurship Promoters Inc.  
www.EntrepreneurshipPromoters.org  
111-222-3333

**Legitimate Packet 27**

**Subject**: Business Introduction

Dear Mr. Cooper,

I would like to introduce our organization Mates Cleaners Limited that specializes in the business of providing cleaning services to various office premises.

We have been specializing in this business since last ten years. Our client list includes the reputed organizations in the city. We not only provide cleaning services, but also plumbing service and cleaning of the sewage pipes and drains. Our clients have been satisfied by our service and we have never received a single complaint since the inception of the business. It would be a great honor do business with you and that will add another reputed organization in our client list.

I would be highly grateful if you consider us for providing cleaning service to your office premise. I am also attaching a word file stating our quotation. In case of any further query you can mail us or call us at 03039-3933-989493

Regards,

Nathan Lee

General Manager

Mates Cleaners

**Legitimate Packet 28**

**Subject**: Subject: Thanking you for the business meeting

Dear Mr. Neil,

It gives me great pleasure in writing this email to you after the business meeting we had last week. I really thank you for taking time out to meet me on account of the marketing operations that our company is starting. As a parent company you have taken so much care and concern to provide the necessary business information to your franchisees like us.

After the meeting and getting to know the many aspects of marketing from you certainly proved to be very helpful. The information provided by you during the meeting will be very useful for us to expand our business in the long run. I have made a note of all the business associates of our company and will surely get in touch with them as suggested by you for further details on business plan implementation.

It is interaction with you and all the other team members of your company that I feel more confident on account of enhancement in my marketing skills. I will ensure to communicate with other business associates as and when need arises.

Once again I thank you for all the support and hope to expand my business network in the near future.

Yours truly,

Hazel Davidson.

**Legitimate Packet 29**

**Subject**: Interview

Dear, Abu quadril,  
It was great meeting you today, and I appreciate you taking the time to interview me. I'm excited to be considered for the (name the position) as well as all of the opportunities the company presents. I had a good time discussing my passion of (insert what you're passionate about) and really enjoyed learning more about (insert what new tidbit you learned about the company).  
  
Thank you for your consideration, and I look forward to following up with you.  
  
Best,  
Paul Daudu

**Legitimate Packet 30**

**Subject**: **New business relationship email**

Respected Mr. Jack,

I, Kell Anthony, the owner of Fiscal Group of Companies am writing this mail to you to formally start this new business association between our companies. I would begin by telling you that we are very glad to be associated with your prestigious business firm and will try to take this relationship well ahead in the future.

Your company Redding London Private Limited is respected firm which works on the same principles which we too follow. This relationship is not only beneficial for us but for you as well and I would urge you  to work towards building this into a very successful collaboration.  Through mutual understanding, the right synchronization of actions and financial honesty, we must squeeze out the best possibilities for ourself.

I would like to inform you that I have signed the contract and am attaching a signed copy for your reference. Hope to have a great relationship with your firm.

Yours sincerely,

Kell Anthony

**Legitimate Packet 31**

**Subject**: **New business relationship email**

Respected Mr. Jack,

I, Kell Anthony, the owner of Fiscal Group of Companies am writing this mail to you to formally start this new business association between our companies. I would begin by telling you that we are very glad to be associated with your prestigious business firm and will try to take this relationship well ahead in the future.

Your company Redding London Private Limited is respected firm which works on the same principles which we too follow. This relationship is not only beneficial for us but for you as well and I would urge you  to work towards building this into a very successful collaboration.  Through mutual understanding, the right synchronization of actions and financial honesty, we must squeeze out the best possibilities for ourself.

I would like to inform you that I have signed the contract and am attaching a signed copy for your reference. Hope to have a great relationship with your firm.

Yours sincerely,

Kell Anthony

**Legitimate Packet 32**

**Subject**: **Sample Networking Email**

Dear Mr. Doe,

I am currently a senior at Hobart/William Smith College, working towards my Bachelor of Arts

in Art History which I will complete this coming May. I am very interested in learning more

about the museum and gallery world and possible positions I could pursue within this field.

As a fellow graduate of the Colleges, I’m hoping you can share information with me about how

you broke into this field and any advice you may have as I begin my job search. I’m very

interested in your organization because I know the Museum of Modern Art is a world leader in

modern art, and maintains a mission of being professional yet accessible to all types of art lovers.

I would like to set up a time to speak over the phone when it is convenient for you to do so, or

continue to communicate via email if that is preferable. Thank you very much for your time. I

look forward to hearing from you.

Sincerely,

Jordan Student

**General Outline**

**Legitimate Packet 33**

**Subject**: Hello All

Hello All,

I want to bid farewell to you all and inform you that I am leaving my position at []. Tomorrow is my last day at work.  
I have enjoyed working for this company and I appreciate having had this wonderful opportunity to work with you all.  
During these last two years you all have provided me support and through your encouragement and guidance I have been able to excel at the projects offered to me. With many of you, I have shared a unique camaraderie which I hope will continue in the years to come even though I shall not be here with the company. I now look forward to this new position that brings forth new challenges and adds more diverse experience to my career.

I do wish you and the company every success in all its future endeavors.

You can be in touch with me by

ABC@gmail.com

Or call me at (123 456 7890)

Also, I would like to add you to my LinkedIn profile, if you would as well, please do accept the invitation. I shall be sending you requests to join my LinkedIn network soon.

With best regards,

ABC Judge

**Legitimate Packet 34**

**Subject**: **INVITATION TO THE 6th ANNUAL ENTREPRENEURSHIP PROMOTION CONFERENCE**

Dear David Salaska,

We would like to invite you to attend the 6th Annual Entrepreneurship Promotion Conference organised by The Entrepreneurship Promoters Inc. , which is slated to hold from 13th Jan 2016 – 15th Jan 2016 at the Sheraton Hotel and Conference Center, Sydney Australia.

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This year our keynote speaker will be Mr John Marcus a 25 year old online entrepreneur who makes a profit of $40,000 every month. He will be speaking on the topic – **Taking your business to the next level via online marketing.**

During this year’s conference we would like to recognize you as one of the business owners that our budding entrepreneurs can interact with during the conference.

Kindly let us have your response by December 31st 2015 so that we can make further arrangements. We look forward to receiving a favorable consideration from you. We may also be contacted on phone at 111-111-3333.

Yours sincerely,

Jacob Yakov  
Secretary  
Entrepreneurship Promoters Inc.  
www.EntrepreneurshipPromoters.org  
111-222-3333