To: Career Coach

SUBJECT: Query Raised by <Candidate Code> <Candidate Name> for <Career Coach Name>

Dear <Career Coach Name>,

You have received a query from <Candidate Code> <Aspirant Name> on <Query Date> <Query Time> Here is the query:  
  
<Query Text>

You are requested to take one of the following actions:

CTA <Call The Aspirant>

CTA <Resolve the Query>

Best Wishes,

Team Expertons