

FORMAL LETTER TO HR MANAGER

Date: DDMMYYYY

Mr. Paul Walker

HR Manager
123 Company Ltd
456 street, City
USA 100020

Dear Mr. Paul Walker

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 popularized in the 1960s with the release of Letterset sheets containing Lorem Ipsum passages

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Yours sincerely

John Smith

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