Mr. Jerry Kelly

121 Interstate North Parkway, Atlanta, Georgia, USA

1-770-9876543

[email@example.com](mailto:email@example.com)

Dated: 02-06-2009

Dear Sir

Many thanks for your telephone call in response of my inquiry made on May 25 2009 for the position of Customer Service Representative with National Airlines. I am really excited to hear you as I have been waiting for this opportunity for long.

As I mentioned in my resume already, I am capable of handling multiple tasks with rush of customers, experienced to deal with all kind of customers coming to customer care center and comfortable to see the complex inquiries from them.

I am pleased with your invitation for interview with Mr. Andrew. I am certain for this interview to be helpful in considering my capabilities regarding the position of Customer Service Representative. I will be on time for interview.

Thanks again & Regards

Yours truly

Greg Bishop

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