Scott Roth

ABC High Tech. Company

3456 Bastin Drive, Philadelphia, Pennsylvania, USA

1-484-7654321

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

Dated: 24-06-2012

Dear Mr. Roth

Thank you for responding to my inquiry about the position of Database Administrator at ABC High Tech. Company submitted on June 01 2009. I am pleased to know that my application is considered for this job and it was so nice to speak to you.

I appreciate your concern with my inquiry, providing useful suggestions and information regarding your industry and inviting me for interview. I hope this interview will be helpful to convince you in favor of my excellent skills and understanding of business management information under all settings. I have gained extensive knowledge and experience of database management system and related software programs during 5 years service tenure. I keep excellent ability of handling queries with assessment of information quickly and meeting the deadline efficiently.

I assure you if I am given this opportunity, I will add promotions to your database management system and never let you down with your expectations of enhancing your business approach. I will reach there for interview at given time of 10:00am on June 26 2009.

Thank you for considering my application

Best regards

Sincerely

James Kennamer

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