

**Letter to a company where the advert stated:
Write for an application form.
Do not send a CV**

Peter Whiting
10 Long Street
Hudderton
Bankshire
HT1 9SL
Tel: 01234 483922
peter@online.com

Mr J Smith
Personnel Officer
Drews Engineering
Far Industrial Estate
South Street
Hudderton
Bankshire
HT19 3DB

Date

Dear Mr Smith

I wish to apply for the post of *(name of job)* advertised in the *(name of the paper)* on *(date)*.

Please send me an application form and any further details you can make available about the job and your company. Thank you.

Yours sincerely

Peter Whiting

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