September 27, 2013

Ursula Meckles

1278 W. Main St.

Sweet Apple, OH 45784

Dear Ms. Meckles:

Thank you for your interest in the Marketing Manager position at Conrad, Birdie & Co. We interviewed a number of qualified candidates and have unfortunately decided to proceed with other applicants who more closely fit our needs at this time.

We appreciate you taking the time to submit an application and come in to meet our team. We wish you the best of luck in your job search and thank you for your continued interest in our company.

Sincerely,

Rose DeLeon

Head of Human Resources

Conrad, Birdie & Co.

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