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Sample Appointment Request Letter

September 20, 2054

Clint Renner

HR Manager

MultiCorp

Detroit, MI 48201

Dear Mr. Renner,

I hope this message finds you well. I am writing to request an appointment to discuss my recent application for the Marketing Manager position at MultiCorp. I believe a meeting would provide us with a valuable opportunity to explore how my skills and experience can contribute to your team.

I am available on September 25, 26, or 27, in the afternoons, but I am more than willing to adjust my schedule to accommodate your availability. Please let me know a time that works best for you.

Thank you for considering my request. I look forward to your response.

Sincerely,

Signature

[Your Name]

[Your Email]

Sample Request For Appointment

Jianjun Gao



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