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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**

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