

mark

Type your return address here

March 11, 2004

[Click **here** and type recipient's address]

Dear [Click **here** and type recipient's name],

Thank you for your recent letter and resume expressing your interest in working for XYZ company.

Unfortunately, we cannot be very encouraging at this time because we have no openings in your area of interest and expertise. However, we will keep your resume on file for six months in case such an opportunity opens up.

Thank you again for your interest in XYZ.

Sincerely,

mark

[Click **here** and type job title]