

## Rene Torres

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September 19, 2021

Lake Town Grocery- District Office  
44 Mountain Lake Road  
Lake Town, MI 56789

To: Marion Patel, Regional Manager

Dear Marion Patel,

I enjoyed our discussion yesterday about my interest in the District Meat Manager position and I appreciate you taking the time to speak with me. As I mentioned, I am eager to take on this new role.

I have worked for Lake Town Grocery for 13 years. I started as a substitute meat cutter and have worked my way up to Meat Department Manager. My next goal is to become the District Meat Department Manager. My experience, company knowledge, and company and industry contacts make me an ideal candidate for this job.

I look forward to hearing from you soon and I hope you and I can work together in the future.

Sincerely,

Rene Torres

Pathful explore