Mr. Scooper,
The Manager,
Barclay’s Bank Ltd,
04Mammon Street,
Andover.

5 April 20XX

Dear Mr. Scooper,

Application for post of trainee manager

1 Paragraph ………………………………………………………………………………………………

2 Paragraph ………………………………………………………………………………………………

3 Paragraph ………………………………………………………………………………………………

Closing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yours sincerely,

JHON.