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.