Melanie Massey   
12 Orangeview Ct  
Sydney, NS (902) 111-1111

Date

Mr. R. Tomlinson  
Highland Communications  
Suite 300-190 Smith Street   
Sydney, NS B1P 9L2

Dear Mr. Tomlinson,

I appreciate you and your associate giving me the time for an interview Friday for Marketing Intern position. Highland Communications is a vibrant and cutting-edge company that I would like to be associated with.

I want to reiterate my interest in this position as I believe that my background in promotions and sales would enable me to be very successful in this role.

I look forward to hearing from you soon.

Sincerely,

Melanie Massey