

Dear Mr. Admin

Thank you so much for meeting with me this afternoon to discuss the Controller position you have available. I appreciated the opportunity to learn more about **Vietditru Inc.** and to discuss how my qualifications can meet your needs.

I would like the opportunity to become part of your team. I feel strongly that I can be an asset to **Vietditru Inc.** I can assure you if considered for the position, I would be a very reliable employee.

I look forward to hearing from you regarding your decision.

Thank you for your time and consideration.

Sincerely,  
Nong Van Dan  
(777) 222 - 5555