**Sample 1:**

Sincerely yours,

Marie L. Claire

Enclosures:

Application form

Letter of Reference

Transcript of Records

**Sample 2:**

Very truly yours,

Ben Q. Davies

Enclosures:

Resume and Certificates

**Sample 3:**

Sincerely,

Donna Ann Chucks

28 Guacamole Street

Atlanta, Georgia 24600

(919) 555-2345

**Sample 4:**

Very truly yours

Ann E. Davies

Enclosures: Resume and certificates

**Sample 5:**

Very truly yours,

Eva O. Langford

Enclosures: Resume

**Sample6:**

Regards,

Naomi J. Don

Enclosures:

Application Forms

Clearances

Transcript of records

**Sample 7:**

Truly yours,

Harrison T. Bourne

Enclosures: Application Form

**Sample 8:**

Best regards,

Margaret E. Coleman

123, North Avenue Street

Manchester, England

Enclosures:

Resume

Letter of Recommendation

NBI clearance

**Sample 9:**

Very truly yours,

Maria G. Jonas

Enclosure: Resume

**Sample 10:**

Best regards,

Tiffany H. Teacher

Enclosure: Resume

**Sample 11:**

Best regards,

John F. Lindon

Enclosure: Resume or application

**Sample12:**

Regards,

Johnny Deep

Enclosures:

Resume or application and clearances

**Sample 13:**

Respectfully yours:

George M. Nathan

Enclosure: Bio – data

**Sample 14:**

Sincerely yours,

Chino M. Co

Enclosures:

Application Letter and Certificate

**Sample 15:**

Best regards,

Mark K. Duff

Enclosures: Resume and Certifications

**Sample 16:**

Sincerely,

Bryan C. McDonald

Enclosures:

Bio-data

Certificates

Certificate of employment

**Sample 17:**

Very truly yours,

Joseph H. Husk

Enclosures: Resume and Letter of recommendation