**Sample Letter for Intent Employment**

Mr. Karl Marx

12, Northing Shire,

3rd Avenue,

Colombo.

To,  
The General Manager,  
ABC Tele services Pvt. Ltd.  
Mark Spencer Town,

5th Avenue,

Colombo.

Reference: Response to the advertisement stating the requirement for a Financial Analysts for your Company.

Dear Sir/ Madam,

This letter is in response to the advertisement in the Daily Times newspaper that had appeared on 12 April 2010.

I have graduated in economics and have completed a degree in Law. In addition to the above-mentioned degrees, I have also completed a Diploma in post graduation in Taxation. In the past, I have worked for a couple of audit firms. After which I have switched over to working with a few notable firms.

I have a strong feeling that the job profile you wish to offer is the one that will suit my aptitude well as well as my qualifications and my experience will also fulfill your requirements. I have enclosed a copy of my Curriculum Vitae and I would willingly furnish all the references and the recommendations on your request.

Thanking You,

Yours Faithfully,

Mr. Karl Marx.