

2011-01-20 10:00 AM

Dear Mr. [Name],

I am pleased to hear from you regarding the [Topic]. The [Organization] is committed to [Mission Statement]. We are currently [Current Status] and we are looking for [Requirements].

Best regards,  
[Name]  
[Title]

Thank you for your interest in [Topic]. We are currently [Current Status] and we are looking for [Requirements]. We are interested in [Requirements].

Best regards,  
[Name]  
[Title]



William [Name]  
[Title]