

# THE LETTER

I- **Généralité :**

1- **Formal letter:**

**Mrs Houleymatou Haidara  
Manager,  
Sabu Electricity Co.  
185 street, Door 66  
Badalabougou Sema**

**February, 2<sup>nd</sup>, 2008**

Dear Mrs Haidara,

I would like to apply for the position of Electrician as advertised in Essor of January 28, 2008. I'm currently in my final year of ECICA.

I have done some practical training with EDM for six months.

I will be pleased to give any other information you would ask for.

Sincerely,

Sidi Diallo