

**SENDER**

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DATE

February 1, 2022

RECIPIENT

Dear.

Nome Cognome

Azienda

123 Anywhere St.,

Any City, ST 12345

Oggetto: Information about your advertisement

SUBJECT

Dear Mr. Chapman,

KICK OFF & SALUTATION

I am writing in response to your advertisement for English-speaking people to work as extras in a film this summer.

I am a student and I live in Madrid. I have been studying English for five years and I often visit my cousin in England. Therefore, I speak the language fluently. I also have acting experience. As a member of the local drama club, I have played several roles and last year I took part in a production of a play in English.

I believe I would be a good choice to be an extra because I am patient and hardworking and I do not mind working long hours. I also get along well with people, and I have always had a good relationship with the director and other cast members when I have taken part in a play. The main reason why I would appreciate this opportunity is that I am interested in acting and hope to work in films one day.

I hope you will consider me for the position.

Sincerely.

Elena Martinez

Elena Martinez

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CLOSING