

March 12, 2008

«Title» «First_Name» «Last_Name»
«Address_Line_1»
«City», «State» «ZIP_Code»

Dear «Title» «Last_Name»:

Thank you for your recent inquiry regarding the Janitor/Cleaner position with the Virginia Key Beach Park Trust.

Although you possess many skills and qualifications, we regret to inform you that the Trust is pursuing an individual whose experience better suits our needs.

We are, however, taking the liberty of retaining your resume in our active files in the event of future openings.

Your interest in our organization is very much appreciated.

Yours very truly,

Guy Forchion
Director of Operations