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Jason Duncan  
123 Main Street  
Anytown, CA 12345

September 14, 2018

Leslie Wolf  
Four Seasons Production  
Laville Intercom Center  
Enterprisers' City, NY 54321

Dear Ms. Wolf,

Foremost, I want to express my gratitude for referring Four Seasons Production to me. I am glad because you saw me as a good contender for the said role of Sales and Ticketing Coordinator. I thank you for taking the time to notify me of the vacancy and to recommend me as a good candidate for said role.

However, I regret to inform you that I am not selected for the role. Mr. Daniels, the Human Resources consultant, praised my dedication and ability to put in long hours in this position. Regrettably, Four Seasons is searching for those who have worked on high-profile events before. And, as you must be knowing that I am experienced in conducting television events. However, I am still on the search for the transition.

Thanks once again for the career opportunity. I would appreciate it if you could let me know if you learn about any other vacancies that could be a good fit. Also, you could convey me if you know of any other opportunities that might help me advance my future. As a Production Supervisor, I hold you in high regard and therefore, would welcome the opportunity to acquire more knowledge from such a beloved colleague.

In the meantime, please do not hesitate to contact me if you think there could be some possibility I can repay the favor. I am still willing to assist in whatever way I can.

Thanks again,

Jason Duncan