

MAIL to SELF

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Your Inquiry Letter/ Response to Inquiry

Dear _____ (Name of the Recipient)

I want to thank you for your inquiry regarding our active coaching programs. We are offering a coaching service for final year graduate students. We train students to pass banking interviews and get placed at top global banks. We are currently offering 2 programs with duration of 6 and 12 months respectively. I have attached a catalogue mentioning details of our services.

In case of any further questions, please send an email to the support email address. Thank you once again for showing interest in our coaching program

Sincerely,

(Signature)

Sender's Full Name