

## **BTS AG 2017**

B – EXPRESSION ECRITE (courrier commercial)

### **MODEL ANSWER**

PNK Industries  
73 Tuttle Creek Bd  
Sacramento  
CA 94273

(Date)

John Avery  
149 Avenue Drive  
Sacramento  
CA 94273

Dear Mr Avery,

Object : Your application letter

We acknowledge receipt of/Thank you for your/ letter concerning a part-time job in our company. We are pleased to inform you that we are interested in your application, all the more that we can offer you several positions that can combine with your current job.

Indeed, we can offer you flexitime/flexible hours that will enable you to engage in vocational or leisure activities of your choice.

We also provide training sessions to help our staff improve or develop their professional skills.

Under certain conditions, we can grant you partial refund of your student loan, and free access to the nearby fitness center, "Starways", for a year.

Finally, we can offer you discounts on concerts and movie tickets.

If you are interested in this benefits package or if you need any further information, please contact Ms Paula Dorset, our CEO, to arrange an interview.

We look forward to hearing from you soon.

Yours sincerely.

Alex Stepton

XXX

Management assistant