

Date

NAME OF OFFICER

Dean

Office for Student Affairs

Company Name

Company Address

Dear _____:

Company name, a brief description of the company, is currently looking for qualified individuals who may fill in as **Job Title**. May we request your kind office if we could post our opening to your bulletin board to attract possible candidates?

Enclosed herewith are the posters and our company profile for your perusal. Should you have any question, please feel free to contact me or _____ at telephone number or at e-mail address.

Thank you very much and we wish you all the best.

Sincerely yours,

YOUR NAME

HR Supervisor