**Writing E-mails and Letters The World Bank**

**Sample: Former Intern**

Date: August 2, 2007

Flora Fabiani

1234 34th St.

Washington, DC

Dear Ms. Fabiani,

I was thrilled to hear from you again and so happy to receive your inquiry about a possible position in the Financial Operations and Reporting Division of the World Bank. It is with considerable regret, however, that I must inform you that we do not have any positions open at the moment, so an offer for a position cannot be made at this point in time.

Before the completion of your internship with us last August, it was our expectation that two vacant positions would be available by September this year. Unfortunately, both positions are to be abolished because of budget cuts.

Your file will be kept open for a period of two years. If there is a new position in the future, consideration will be given to your application again.

Thank you for considering the Bank as a potential employer. We wish you well, Flora, in locating a position.

All the best,

Annie Wang

Finance Department