

## Supplement 11

### KQ2: Reply to letter of application

John Smith  
WonderStay International Hotels (Europe)  
3 Granary Lane  
London SW1 2EC

Dear

I am writing to tell you that your recent application for a position with WonderStay International Hotels has been successful and we look forward to welcoming you to the company.

*John Smith*

John Smith  
Manager, Human Resources  
WonderStay International Hotels (Europe)