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FROM: Nigma, Edward [e.nigma@riddlefactory.com]  
SENT: Tuesday, January 10, 2010 4:40pm  
TO: [noel.nutting@yahoo.com](mailto:noel.nutting@yahoo.com)  
SUBJECT: Application for Technical Specialist Job #101023

Dear Mr. Nutting; (colon, not semicolon)

This letter is being written (passive voice) to clarify your submitted materials for the above cited (give job # in body) position.

In order to meet our organizations ( ' )application processing(comma) it would be helping (verb form) for us to have the following information. (colon, not period)

1. You're (Your) most current technical certifications
2. Area of studies (Area of study/areas of study) at the gradute (graduate) level
3. c(capitalize)urrent DOD rating with % (spell out) allowed for education
4. 3 (spell out) references with complete contact info

¶Submissions must be electronic expect (run-on sentence)a reply by the end of January.  
Multiple application (s) for employment is allowed (period)

Yours truly (diction),

Edward Nigma  
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(Signature too long. No social media.)