

AGENCY LETTERHEAD

May 5, 2012

Kathleen Baker
Action Enterprise Associates
47 Elm Street
Fargo, South Carolina 55555

Dear Kathleen,

I work for a nonprofit that helps people return to work. My goal is to introduce employers to job candidates who meet their workplace demands. I spent time looking at your website to learn about the jobs you hire, but I am hoping to also meet with you for 20 minutes to ask about the type of people who tend to be successful at Action Enterprise Associates, as well as ask about what have been challenges for people in different positions.

I will call you on Friday to try to arrange a meeting.

Sincerely,

Sarah Swanson
(603) 555-3458