

Carla Candidate
711Aspiration Way
Hopeville, USA 71117
(777) 711-7117

December 5, 2015
Ms. Claire Voyant
Executive Director
Help Services Association
Inspiration, USA 71117

Dear Claire:

Thank you for the time and information you gave me concerning the Hole-drilling industry last Tuesday. Your insights concerning the potential for someone with my background and qualifications are very valuable in helping me to implement my career transition.

I am especially grateful for your suggestion that I contact Robert Cratchett at Windfall Industries. I will contact him shortly.

Once again, thank you for your advice. I will keep you informed.

Sincerely,