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December 10, 2015

Mr. Robert Cratchett
President & CEO
Windfall Industries, Inc.
Destination, USA 17771

Dear Bob:

Thank you for the time and information which you gave to me yesterday. I am very impressed with your organization and the work you are doing. In fact, as a result of our meeting, I am even more enthusiastic about pursuing a career in the hole-drilling industry

During our meeting you pointed out several needs facing your organization. I understood that you specifically have requirements to project precisely accurate dimensions of holes required by your customers, and to evaluate and acquire equipment which will create those holes.

I can project perforations with great precision. I am extremely diligent in ensuring client requirements are met. During my career, I have measured and drilled holes in the superstructure of many of the largest bridges and buildings in the United States.

With the experience and skills, I have developed, I believe that I can make a significant contribution to your company. Accordingly; I would appreciate an opportunity to meet with you again in order to discuss possible approaches to meet your requirements.

Realizing your busy schedule, I will contact your office next week in order to set an appointment at a time convenient to you. I look forward to seeing you then. Thank you.

Sincerely,