

**1032 West 8 Street
Erie, Pennsylvania 34567
January 15, 1999
(555) 434-7890**

Mrs. Alfreda Minton
Manager of Sales Division
Speedo Sump Pumps
233 Grant Road
Ellington, Connecticut 06044

Dear Mrs. Minton:



Thank you very much for the interview and courtesy extended to me last week at Speedo Sump Pumps. I enjoyed meeting your task force very much and feel confident that I could fit nicely into your organization and your plans for sales growth at Speedo.

I feel that my academic background and my experience selling industrial pumps for Continental Pumps of Eriez, Inc., for the last two years makes me highly qualified for the position you are offering.

As you requested, I have asked the foreman of our production facilities to send you details on my plan for the integration of sales and production personnel training.

I am looking forward to hearing from you again. I should be available at the above address and phone number for the next three weeks.

Yours truly,



Charles Dogsbreath

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