



COMPLETE TRAINING MANAGEMENT

Software Training & Consulting Available on a Contract Basis

June 26, 2002

Michele Chavez
Weekenders
123 Any Street
Any City, CA 12345

Dear Michele:

It was a pleasure meeting you at today's Job Faire at the San Mateo County Expo Center.

I appreciate the time you allowed me to explain my availability as a contract software trainer. As a token of my appreciation I am enclosing a copy of my Microsoft Word and my Microsoft Excel Tips & Tricks quick reference cards.

Please let me know if I can be of any assistance to your office either as a trainer or as a consultant to any of your software projects. A full list of the business services that I provide are on my web site at www.CompleteTrainingMgmt.biz. Or, I can be reached by telephone at 510-757-1128 or via email at rosenli@msn.com.

Thank you once again for your time.

Sincerely,

Linda M. Rosenthal

Enclosures

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