

SUSAN SMITH
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February 5, 2011

Mark Brennan
Vice President
Ingram, Inc.
5876 W. 56th St.
New York, NY 12215

Dear Mr. Brennan,

I am writing based on a referral I received from John Stein, one of your former associates. I was formerly employed as a Purchasing Manager at Rodgers Manufacturing, prior to their recent restructuring. I met with John last week and he suggested that you may be a good person to network with, based on your knowledge of my industry and your previous assistance to John last year when he was in a similar situation.

I would sincerely appreciate an opportunity to discuss my career options with you, at your convenience.

I have enclosed a copy of my resume for your review and I will call you on Wednesday, February 10th, to determine when we might meet.

Sincerely,

Susan Smith

enclosure