

**SUSAN SMITH**  
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February 5, 2011

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

Dear Mr. Brennan,

I am writing based on referral I received 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, October 15<sup>th</sup>, to determine when we might meet.

Sincerely,

Susan Smith

enclosure