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Donald M Ohara

2344 Oliver Street

Dallas, TX 75201

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Frank K Koehler

123 Marketing Rd.

Madison City, NY 98249

Dear Frank,

I would like to use this time to thank you for recommending Pioneer Press to me. I was told to return for a formal interview after reaching out to your contact for an introductory conversation. I am overjoyed to inform you that I have been given a job.

I have accepted a full-time Project Management position with Pioneer and am very excited to get started. I can not praise you enough yet for putting me in touch with the connections in that city. I am grateful for sharing your networking services with me, and I am proud that you see me as a good match for this great organization.

Please don't be afraid to contact me if you think of some way I can repay the favor at any point. I would be pleased to introduce you to all my former or current coworkers. After all, if you ever require a referral letter or advice, I am pleased to assist you.

Thank you once more, and please keep in contact. I will keep you posted on the experiences at Pioneer, and I am excited to learn about your success too.

In gratitude,

Donald M Ohara