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Tony Michalak

3235 Main Cross Road

Pennsylvania 39545

25 February

Tim Lighter

4354 Tatous Road

Brooklyn 34031

Dear Tim,

Thank you for notifying me of your company's new job vacancy and for generously agreeing to make a referral on my behalf to your recruiting panel. MTW Enterprises has a stellar record as a thought-leading brand, and I value your belief in mine.

I believe my meeting with Stella progressed smoothly, and I plan to meet with Lassie for a second interview later this week. Stella's explanation of the organization, as well as what the roles might be if I were recruited, piqued my interest in joining your company. I'll give you an update while the recruitment unfolds.

Thank you again for the endorsement- I'm counting my blessings that we'll be working together at MTW Enterprises shortly!

Sincerely,

Tony Michalak