

Follow-up Letter to Phone Call

(Date)

Mr. Carlos Santamaria
President
RAZA DISTRIBUTORS, INC.
1442 S.W 81st Street
Miami, FL 33143

Dear Mr. Santamaria,

Our conversation on Monday evening was most interesting. I also enjoyed the conversation I had with your Mr. Smith earlier in the day.

Your description of XYZ company was most appealing and your requirements appear to fit well with my sales management experience. I would enjoy discussing your needs and my experience in a personal interview.

As we agreed, we'll get together by phone during the week of February 1st. I look forward to talking with you again.

Sincerely,

SIGNATURE

Jack A. Riley