

June 14, 2003

Ms. Cathy Shannon
Peterboro Economics Institute
14923 E. Bender Square
Sunnyvale, CA 99384

Dear Ms. Shannon:

I am a recent graduate of the Economics degree program at the University of Mannsford in California. After seeking out potential contacts in the alumni database regarding job opportunities for economists, I came across your name among many economists who had done brilliant work in this field. Doing some further research, I spoke with Professor Martin who recommended that I try to contact you as he remembered that you were an avid contributor to his economics classes and knew you would be able to help me gain a more fundamental idea of the tasks involved in becoming an effective economist.

If you have some time in the coming week, I would like a chance to meet with you at your offices or at the nearby Smalltime café where we might be able to spend some quality time discussing the ins and outs of what it takes to be an economist, and whether I might be able to fit in properly at an organization similar to yours. I will try contacting you by phone in the next few days to see whether you could spare 15-20 minutes during lunch or over coffee.

Thank you. . I am looking forward to the chance to meet you and learn more about this industry.

Sincerely:



John Doe