

October 19, 2003

Ms. Wilma Curtleyby
Finance Manager
Division of Corporate Control
ABC Corporation
1234 East Wacker Drive
Chicago, IL 68843

Dear Ms. Curtleyby:

Thank you for the opportunity to meet with you to discuss my candidacy for a position at the treasury office of ABC Corporation. After our conversation with you, Mr. Dennison, and Ms. Mahotra, I remain highly committed to pursuing this opportunity further. In addition, I am confident that I can exceed your requirements and add substantial value to both ABC and your division.

I was particularly interested in our discussion on the characteristics of a successful recruit in ABC's financial departments. My critical contribution to ABC, beyond standard core competencies, is a unique skill of crafting innovative solutions that require initiative and personal risks, but result in rewarding outcomes. I expect that such efforts would produce considerable value through the introduction of valuable, incremental changes towards improving processes at ABC.

I left your offices today with a high degree of excitement and eagerness to proceed to the next step. It was more than a pleasure to meet with you and I look forward to hearing from you.

Sincerely,



John Doe