**LETTER OF INTRODUCTION**

Mika Stevens

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432-543-6543

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July 22, 20XX

John Marshall

Director of Sales

Tech Co.

3333 E 2nd St.

Charleston, SC 44444

Dear Mr. Marshall,

My name is Mika Stevens, and I’ve been a sales associate at Worker Enterprises in Albany, New York, for the past four years.

While I’ve enjoyed my time at Worker Enterprises, I’m going to be moving to Charleston in the next few months and am looking for new professional opportunities there. I’ve heard positive things about your company over the years, and I would appreciate any recommendations you could offer for beginning a job search as a sales representative in Charleston.

I have included my resume for your review, and if you have time, I’d love to talk with you for a few minutes about any suggestions you may have for me. Please let me know when would be best for you. My email address is mikastevens@gmail.com and my phone number is 432-543-6543.

Thank you so much for your time, and I look forward to hearing from you.

Sincerely,

Mika Stevens