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Michelle Daniels
Vice President of IT
ABC Company
123 Broad Street
Los Angeles, CA 90215

Dear Ms. Daniels,

Thank you for taking the time out of your busy schedule to meet with me about the IT Business Analyst position with ABC Company. The innovative approach your company takes to managing new programmers is very unique and confirmed my desire to work with you.

I found your insights into future industry trends to be very intriguing and I have delved further into examining the articles you recommended that I consider. Also, I have scheduled an informal interview with Mark Dobbins as per your suggestion to discuss potential opportunities abroad.

I am very interested in working with ABC and eagerly look forward to hearing from you soon. Please feel free to contact me anytime if you need more information. I can be reached at 858-555-5555. Thank you again for your consideration.

Sincerely,

Scott Jeffreys