**LETTER OF INTRODUCTION**

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Bob Smith  
Talent Evaluation  
Acme Recruiting  
123 Business Rd.  
Business City, NY 54321

Dear Bob,

I'm writing to introduce you to Janice Dolan, who I have the pleasure of being acquainted with through the Brandon Theatre Group. I am the Technical Director for the group, as you know, and I have worked with Janice on several local theatre projects. She is a terrific stage manager with over ten years of experience.

Janice is interested in relocating to the San Francisco area in the near future and would appreciate any recommendations you could offer her for conducting a job search for a theatre position and any help you can provide with the logistics of relocating to California.

I've attached her resume for your review, and you can contact her at janicedolan@email.com or 555-555-5555. Thank you in advance for any assistance you can provide.

Sincerely,

Signature (hard copy letter)

Barbara Nygaard