

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
January 10, 2014

[Recipient Name]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [Recipient Name]:

We spoke on Wednesday afternoon and, as promised, I'm enclosing a copy of my resume.

I'm also enclosing copies of:

- A comparative market analysis of male fine-apparel purchasers in New York and Chicago, which I conducted for a French clothing retailer.
- A report I compiled for an organic foods company exploring the efficacy of expanding into the South.
- A proposal for a focus group to help a major airline assess the popularity of new routes and frequent-flyer program enhancements.

If you have questions, please call me at (425) 555-0187. I look forward to hearing from you soon.

Sincerely,

[Your Name]

Enclosure

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