170 Roanoke Street

Blacksburg, VA 24060

(540) 555-6241

JRichardson@vt.edu

March 3, 201Y

Ms. Patricia Smith

Personnel Manager

Sheldon E-Solutions

1212 Lark Lane

Richmond, VA 23230

Dear Ms. Smith:

Thank you for the opportunity to visit with you and see your facilities last Wednesday. Both the interview and the tour made for an exciting and complete day.

I was so very impressed with your warehousing procedures. Mr. Allen was so thorough in explaining your process to me, and I will be corresponding directly with him to express my appreciation. Incidentally, the process you use is quite similar to one I have been researching through an independent study this term. Perhaps I can share my final report with you and Mr. Allen.

The expense report you requested is enclosed.

Again, thank you for your hospitality during my time in Richmond and for all your efforts to arrange my visit. Having seen your operation, I am all the more enthused about the career opportunity that Sheldon E-Solutions offers. I look forward to your decision.

Sincerely,

Jan Richardson

Enclosure