



## INFORMATION MEETING LETTER

Your Address

Date

His/Her Address

Dear Ms. Doe,

**Connection**

Your name was given to me by Harry Smith, whom I know through a training course I am in. Harry mentioned that he has known you for several years and respects what you have built at XYZ Corporation.

**Development**

Harry spoke very highly of your knowledge of the whole telecommunications field. He suggested that your thoughts and ideas could be very helpful. At this time, I am looking into opportunities in several areas, one of which is the financial part of telecommunications. Please be assured that I don't expect you to know of

**No obligations**

any specific position. Rather, I'd like to meet with you to discuss this field and get the benefit of your comments and professional opinion.

**Interest Builder**

My experience is in accounting and financial operations. I've spent over 15 years in this field. During this time, I've performed different functions and have been able to achieve many results. One example is the design and implementation of a new account code process.

**Thank you**

I look forward to meeting with you; I will call you next week to see if we can arrange a mutually convenient time.

Sincerely,

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