Antonia Montego

123 Main Street, Anytown, CA 12345 · 555-555-5555 · andrea.montego@email.com

August 24, 2020

Harold Mann

Chief Web Officer

Internet Data Solutions

123 Business Rd.

Business City, NY 54321

Dear Mr. Mann,

Thank you for referring Joe Dalton to me for web design services. The Dalton Agency is a prestigious firm, and I truly appreciate your confidence in my abilities. As you know, their web presence has been very limited up to this point, and Mr. Dalton has expressed interest in making it a much more important part of the business.

I am excited about the opportunities and challenges he has offered me and am confident that he will be satisfied with my work.

By way of thanks, I would like to offer you a discounted package for the next update of your website.

If there is anything else I can do for you, please let me know.

Best regards,

*Antonio Montego* (signature hard copy letter)

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