Dear Al,

I know you were looking for an employment which will fit your unique qualifications. I happen to know of a vacancy in a reputable company. As I know your employment qualifications very well, I was able to assess your qualifications for it.

I took the freedom of doing this reference because I have confidence in both you and the company offering the employment. There are others which I have considered for it but you have been the most qualified. My reference may not be one of your priorities and I will perfectly understand if you disregard it. However, if it interests you, please call me anytime for details.

Enclosed is the business card of the person to contact with the company. Please give it a try, as I am sure it will profit you in the long run.

Thank you and good luck on your job hunting.

Sincerely,

Ray

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