Dear Mr. Chynna Davis,

The bearer of this letter is a member of my staff who can be of much help in the promotion of your new product. His name is Roderick Hausen.

As I have mentioned during our last meeting, your business will profit much from the expertise of someone who has worked with new product development before. However, it will be the first time that he will see your facilities. It would be so kind of you to have a member of your own staff accompany him during the first days of his tenure there, as it might affect his work.

I have also instructed him to make a contact with your secretary for an appointment with you. Such a meeting will familiarize you with his character. Should there be any problem concerning him, please do not hesitate to contact me.

Thank you.

Sincerely yours,

Frank Jay Forsyth