Stephan Fox,

Manager HR department,

Global Solutions Inc,

148, Lake Street,

Chicago, IL – 60604.

Phone: +1 487 585 2589.

Date: June 5th, 2010.

Macklin Shaw,

Bright Employee Agency,

25, North DesPlaines Street,

Chicago, IL – 60661.

Dear Mr. Macklin Shaw,

I am hereby writing this letter to inform your employee agency that we have job openings in our company. Your agency has been serving us in the past too by selecting the best candidates for jobs in our company. Please refer below for more information on current job openings:

Position Title: Marketing Director (3 Posts),

Job Profile:

Achieve sale targets,

Lead a team of sales executives,

Design & implement innovative sale strategies,

Must be good in drafting business letters,

For the above position the applicants must possess following qualifications:

Graduate in related field,

Minimum 5 to 7 years experience in sales industry,

Should ready to sign a bond for two years,

Once the candidates meet the above mentioned requisites, you can send them to our corporate office for face to face interview between 1PM to 4 PM during weekdays, on or before 12th June, 2010.

We are very much pleased with your service and hoping you would do the needful and oblige with us. Once again thanks for your cooperation.

With regards,

Stephan Fox.