James Martin,

Dallas

April 29, 1980

Mr. Charles Perez,

Senior Engineer,

Glaze Electronics,

Dallas, UK

Dear Mr. Perez,

Let me introduce myself, James Martin. I am an engineer in Fresco Limited. We met each other during the Conference of Engineers held at Dallas last year in May. I had presented a paper on “The effective usage of power”. You had appreciated me on my ideas and the efforts of my study.

I write this letter to request you for a favor. I have applied for the post of an Analytical Engineer in Glaze Electronics. For this position I need to mention an internal reference from somebody working in the company. I request you to offer a reference for me. If you agree to refer me to the post I will mention your name in my references in the CV. Kindly accept my proposition and oblige.

Thanks and regards,

James Martin