Ms. Jane Rodon  
United Way  
2300 E. Broad Street  
Oxford

Dear Ms. Rodon:

Thank you very much for talking with me on Monday in response to my inquiry about summer internship opportunities in social services in the Oxford area. After speaking with you and another Oxford University alumnus whose name I obtained through web,  I think I am very much prepared to pursue internship opportunities.

As per your advice, I have updated my CV a copy of which I am forwarding to you, wherein you will find my recent hotline volunteer activities. I also plan to contact Deborah Warden as suggested by you and I appreciate your giving me her name.

Thank you for inviting me to visit your office. I will be in Oxford during autumn break, when I will call your office two weeks prior to explore if it would be convenient to schedule a visit.

I once again thank you very much for your help and advice. I look forward to meeting you in September.

Sincerely,  
Morgan Jeoffery