From,

Mark Butcher,

New York 563396

To,

Frank Terri,

Woman Jewelry Designers,

Dear Mr. Frank,

I, Mark Butcher, would like to bring to your knowledge that I am looking for a business in jewelry industry.   As I have worked at a managerial level position in Marx Jewelry Collection Boutiques, I wish to open my own boutique with more dedication towards designing part of jewelry and which is also affordable to common man.  I have been admirer of your designer collections since your focus is always on innovation and quality standards.

At this point, if you are also having an interest to venture into boutique business, I would be glad to incorporate you in my plan with partnership.  Everything will be taken care of, right from the inception towards the day-to-day functioning of the stores.

I will definitely look forward to your response to this great venture which is going to be reality soon once you approve it.  Further communications in this matter is highly welcomed.

Yours Sincerely,

Mark Butcher