Ms. Jerilyn Tosmond

Director of Human Resources

Manatee Equipment Company

12 Grange Road

Singapore 123456

Dear Ms. Tosmond,

Thank you for meeting with me today. I enjoyed learning more about Manatee Equipment and hearing about your plans for market expansion.

In my current position I manage over 200 receivable accounts. Through an incentive program, I decreased turnaround time for incoming payments from 90 days to an overall average of 45 days.

As Manatee expands its market, tracking and improving receivables will be important. With my experience, we can accomplish these goals, save money, and maintain good client relations at the same time.

I look forward to our next discussion and the chance to meet with your CEO, Ms. Daniels. In the meantime, please let me know if you'd like additional information.

Sincerely,