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Anytown, IN 47000  
(317) 555-0000

Katherine P. Wright  
Managing Editor  
Anytown Bulletin-Journal  
4000 Manufacturer's Way  
Anytown, IN 47000

March 19, (year)

Dear Ms. Wright,

Thank you for making time in your busy schedule today to see me and show me around your newsroom. It was particularly exciting to see your news desk in action on deadline as they coped professionally with the breaking story about the judge's resignation.

I came away with a strong vision of how I could enhance your reporting team's energetic pursuit of news in the community interest. As we discussed, I am excited about the possibility of extending your newspaper's coverage of the local Native American community through features and photos.

I have enclosed the series of articles and the photos you requested. I look forward to hearing your reactions to them.

Thanks you again for meeting with me today.

Sincerely,

Pat Persons

Enclosures