

Mr. Rossi:

Hello, how are you doing. I hope everything is going your way. I hear that Italy is beautiful this time of year. I am looking forward to seeing some of Italy's world-famous architecture. Please allow me to introduce myself. My name is Justin Allen. I have recently been hired as an architectural draftsman by Mr. Herschelman in Dallas, TX, and it has been decided that I will join your team in Italy. I would like to schedule a telephone meeting with you within the next couple of weeks. You may contact me at your convenience. Any day after 3pm your time will work fine. I want to discuss some details on my new position, as well as get some advice in moving to your country. I can be reached at 00-1-325-669-5781 or by email at [justin\\_r\\_allen@hotmail.com](mailto:justin_r_allen@hotmail.com). I look forward to meeting with you.

Sincerely,  
Justin Allen