

To: Mr. Luizi
From: Katja Kovacic
Subject: Recent relocation to your office
Date: September 25, 2005

Dear Mr. Luizi:

Hello, how are you? I hope everything is well with you and your family. I can't tell you how excited I am about this relocation. I always wanted to live in Italy, because it is a beautiful country, full of art and amazing architecture. I will also be close to my home county, which is Slovenia, your neighbor county.

Please allow me to introduce myself. My name is Katja Kovacic. I believe Mr. Arthur Keith mentioned me to you. I was recently hired for a PR and marketing position at the Gaylord Resort in Nashville. However, they decided to relocate me to your office. If possible I would like to schedule a telephone meeting with you. Please get back to me what day and time would work best for you. Any day after 3 P.M. your time is fine for me.

I can be reached at (001) 806-441-9564 or by email at katja_kovacic01@yahoo.com . I look forward to meeting you. Thank you for your time.

Sincerely,

Katja Kovacic