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January 15, 2010

Mrs. Cynthia Johnson, Manager
Lowes Home Center
1993 Highway 90 East
Gautier, MS 39553

Dear Mrs. Johnson:

I am writing this letter to introduce myself and to give you a heads-up regarding a request that I will be making to arrange an appointment with you for about 25 minutes of your time. This meeting will provide me the opportunity to present a new initiative that assists employers to focus on unmet workplace needs. I will be calling in the next day or so to see if you could find 25 minutes in your schedule in the next week or so. Thank you for your consideration.

Sincerely,