

Follow-up Letter to Phone Call

Jack Hourany
Old Street
Jbeil
Keserwan
Lebanon

(Date)

Mr. Carlos Noun
President
Noun Distributors, Inc.
St. Peter Street
Jdeideh

Dear Mr. Noun,

Our conversation on Monday evening was most interesting. I also enjoyed the conversation I had with your assistant earlier in the day.

Your description of XYZ Company was most appealing and your requirements appear to fit well with my sales management experience. I would enjoy discussing your needs and my experience in a personal interview.

As we agreed, we'll get together by phone during the 1st week of February. I look forward to talking with you again.

Sincerely,

SIGNATURE

Jack Hourany

jackhourany@mba2013.hbs.edu

+961 9 552 779