

P.O. Box 2124  
Prairie View, TX 77446  
February 19, 20XX

Ms. Darlene Bowman  
Professional Recruitment Office  
Houston Lighting & Power Company  
P.O. Box 1700  
Houston, TX 77001

Dear Ms. Bowman:

I wish to thank you for the opportunity to talk with you during your visit to Prairie View A&M University/s Career Center last week. I enjoyed our visit and the information you provided has strengthened my interest in the possibility of employment as an accountant with your firm.

The opportunities you described in revenue accounting with Houston Lighting & Power match my accounting and business computer science background and would give me the professional challenge I am looking for.

Again, thank you and look forward to hearing from you in the near future.

Sincerely,

*Susan E. Taylor*

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