

To: camold@TrendsAdvertising.com  
cc:  
bcc:

Subject: New Position for Graphic Designer

Dear Creighton,

In our last conversation, you mentioned that Brad Hillman is looking for work on the East Coast. As it turns out, we are in urgent need of an experienced graphic artist for our advertising department. In fact, we need someone on board by the end of April.

Since all of us here are familiar with Brad's work, I've proposed his name to our search team—contingent on what I can find out about his situation. Meanwhile, as you might have guessed, I have some questions for you:

- Do you feel a salary range of \$55,000 to \$62,000 will be acceptable to him?
- When would he expect to relocate?
- Has he set his mind on one of our competitors?

I'd be grateful if you would get back to me soon on this matter. If, based on what you can tell me, Brad seems a likely candidate for us, I'll get in touch with him immediately.

All the best,

Harvey Trent

hatrent@FreundInc.com

**FIGURE 15—Formatted E-Mail**