

September 13, 2007

Ms. Lisa M. Kincaid
23236 S. Westbrook Drive
Westland, MI 48185

Mr. John P. Smith, Ph.D.
Manager of Quality Practices, Information Services
Peoples Bank
3227 Main Street
Manchester, MI 48188

Good Afternoon, Mr. Smith:

Thank you for the opportunity to discuss the process position at Peoples Bank yesterday afternoon. The interview was informative and enlightening regarding the systems development life cycle methodologies and processes your team is developing. I am certain that my background and skills coincide well with your needs.

I appreciate the time taken to acquaint me with the company and its environment, the business climate, pulse of internal business partners, and the current progress of the Total Quality Management Process team. Your effort to standardize processes and methodologies is a necessary and challenging one that I believe will serve the business areas of the company well. An exciting future is ahead for Peoples Bank in building this foundation for software development. I could learn a great deal from you and would certainly enjoy working with your team in this pioneering effort.

I look forward to hearing from you soon concerning your hiring decision. Please feel free to contact me via telephone at (555) 606-5554 or via email at lkincaid@home.com if you have further questions or need additional information about my qualifications.

Thank you again for your time and consideration.

Sincerely,

Lisa M. Kincaid