

FIRST MIDDLE LAST

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Jane Swartz, Esq.
Swartz Hunter and Winsky
1090 Eagle Point
Orlando, FL 12345

February 1, 2015

Dear Ms. Swartz:

I will graduate on May 15, 2015 from The University of Toledo College of Law and am planning to relocate to the Orlando area. As an alumna who is well established in Orlando, I am hopeful that you can give me tips on relocating to your city. On June 1, my wife and I are moving to Orlando where I will study for the Florida Bar. Although we evaluated several cities in Florida, Orlando proved the best option since we have family in the area and found the true civic pride in the area refreshing.

Please let me know if you might be available to meet briefly over coffee to discuss the Orlando legal community. I would be particularly interested in learning about what professional organizations you have found to be helpful. I will be in Orlando over spring break from March 3-7. I look forward to hearing from you.

Sincerely,



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