

**JSV International Assistant Service**

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## **Cover Letter Sample**

**Date:**

15th November 2012

**Full name and Company of Recipient :**

Mrs Florence Henderson  
32 Kirby Avenue  
Somerville NJ  
08876

Dear Mrs. Henderson:

Further to your recent telephone request, enclosed is a blank Franchise Application with a set of instructions for its completion. I have also enclosed a Craft City corporate brochure and a franchise fees schedule.

If after reviewing these documents you decide that you would like to proceed with acquiring a Craft City business franchise, please contact me and I will arrange for an immediate meeting with our business development team. The people in that group will be able to answer any technical or financial questions that you may have.

I can be reached during office hours at 210-345-2789, and after hours at 210-232-4973.

I look forward to hearing from you.

Yours sincerely,

Jana Svihlova  
Senior Business Associate