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March 31, 2004

Professor Michael Patten
Department of Information Science
Southern Alberta Institute of Technology (SAIT)
Calgary, AB T6Y P2B

Dear Professor Patten:

Bridge between letter and
previous communication.
Purpose statement follows.

Thank you for your March 25 invitation to attend your school's coop
information session on April 14. Bernice Robb, Head of Information
Technology, and I will attend.

Details that support the
purpose statement.
Requests
more information.

We are interested in two or three of your students to work in M&K's IT
department, where we are always looking for new talent. To coordinate
things at our end, we require some more information about your coop
program such as the length of the work placement, the content of your
computer science courses, and what support SAIT provides to students
and company participants.

Statement of appreciation
and statement of future
actions.

Bernice and I are looking forward to meeting you, and a to having future
association with SAIT. If you have any questions about M&K, please feel
free to contact me any time.

Sincerely,

John Hacker

John Hacker
Human Resources Officer

JH/fc