



September 8, 2022

Mr. Mark Winkler
JW Winco
2815 S Calhoun Rd,
New Berlin, WI 53151

Dear Mr. Winkler:

It was a pleasure meeting you last Monday. I greatly appreciated the time you took to give me such a thorough tour of your business. Thank you also for the opportunity to explain a bit more about our organization and what we offer local businesses.

[What you observed, employer’s needs & potential benefits to employer]

During my meeting and tour, I realized that there are many basic tasks that might be undertaken by assistants to the engineers, such as:

[List tasks here]

- _____
- _____
- _____

[Match: applicant skill to needed task]

We currently represent a job candidate named Danny Gromacki, whom I’d like you to meet. He would be able to:

[List applicant’s skills]

- _____
- _____
- _____

[Further benefits to employer]

In the event you hired Danny, as with any of the job candidates we represent, JW Winco would receive any necessary support from TransCen/CEO in accommodating this qualified applicant [with a disability*] - at no cost to your company.

[Closing and next steps]

📍 12300 Twinbrook Parkway Ste 350
Rockville, MD 20852

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I look forward to discussing this proposal with you and arranging for you to meet Danny. I will call you next week. In the meantime, please do not hesitate to call me at 123-999-9999. My email address is msmith@transcen.org.

Sincerely,

Mary Smith
Employment Consultant

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