

**LAURA LAWYER-POLICY**

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Prospecting letter - you find a contact inside the company with whom you have something in-  
common, e.g. in this case, a law degree  
**Goal of meeting is truly informational**

March 1, 2010

Charlotte Web  
EBCD  
2300 Fishing Pier Way  
Plymouth Meeting, PA 19462-1298

Dear Ms. Web:

I recently became aware of EBCD through conversation with a colleague – my subsequent review of the EBCD website has really piqued my interest. I've directed this request for information to you, Margot, because we share the "distinction" of having endured the legal education process!

EBCD appeals to me because of my interest in applying my experience to policy issues, especially healthcare. I'd like to learn more about EBCD as an organization, as I'm looking to apply my experience to a new challenge. I'm looking to transition to a new career, using my academic preparation and experience in International Relations, my skill set derived from legal practice, and my recent business management experience.

While EBCD appears to be the type of organization that would be appropriate for me, I'm not writing to you as a means to obtain a job interview. I'm new to the "change process," and I'm hoping that you might be willing to spend some time acquainting me with the nature of your organization – the work culture, your perception of those who are successful in "think-tanks" such as EBCD, etc.

I would be most grateful to you if you might be able to share 20 minutes via telephone, or perhaps over coffee... I'll give you a call in a few days and hope that we'll be able to schedule a mutually convenient time. Thanks in advance for your consideration of my request!

Very truly yours,

Laura Lawyer-Policy

(a 1-page Profile or Biography may be attached, but it is not required with this type of letter )

**P.S.** Careful review of website led to identification of someone on staff with a law degree; if that commonality had not been discovered, a harmless investigative question or direct polite inquiry directed to the Receptionist may have been a good way to find the full name of the correct contact person.