



# Star Financial Group



**550 CORNELL STREET  
INDIANAPOLIS, IN 46202  
(317) 555-0991**

March 29, 2016

This is to let you know that I have recently joined the professionals at the Star Financial Group. I am happy to be working with such a highly regarded company.

I would like to set up a meeting with you to discuss the type of services I can provide. This brief visit will not obligate you in any way, and it could result in an exchange of worthwhile ideas regarding your general financial strategy.

I plan to call you within the next few days to arrange an appointment at your convenience. Thank you for your consideration.

Sincerely,

Student Name