

From the Desk of Sandra V. Venegas

September 1, 1999

Dr. Gustavo Martinez, CEO
Life Management Center
6044 Gateway East Suite 400
El Paso, Texas 79905

Sandra Venegas
516 1/2 Alauer
El Paso, TX 79915

Dear Dr. Martinez:

This correspondence is to communicate my strong interest to serve as a consultant for the Life Management Center (LMC). My record is substantial and demonstrates clearly that I am consistent, committed and effective. I have succeeded in my educational goals through diligence and dedication. I hope you will give my application every consideration.

I propose to assist your goals and those of the LMC by recording the raw data provided by your agency and producing tables, graphs and charts that will facilitate your evaluative processes. These compilations of data collected by your various departments can provide you with a bird's eye view of the status of your programs and beneficiary information as needed. Unless requested, the scope of work would not include planning or design activities.

This service will be provided to the Life Management Center for a sum of \$2,000 paid monthly for a renewable period of one year. I am happy to discuss the scope of work and accommodate any arrangements that you may deem appropriate. I am ready to engage this relationship immediately.

You may reach me at (915) 593-6814. Please let me know if there is any additional information that you may require. Thank you for your consideration.

Sincerely,

Sandra V. Venegas
Sandra V. Venegas

SV/jp

Typically this indicates that someone with the initials "jp" wrote the letter for someone with the initials "SV."