

123 Main Street
New York, NY 10025
(212) 555-5555

December 31, 1998

Mr. John Doe
Saint John's Concert Series
P.O. Box 1234
Washington, CT 00000-0000

Dear Mr. Doe:

I am sending you a packet of information for consideration as a performer on one of the Saint John's Concert Series concerts.

Most of my career was spent abroad, almost entirely in Mexico. Although I was enjoying a successful career as Principal Flutist in a major orchestra and Professor of Flute at a large university, I decided to return to the States. I arrived in New York about a year ago and am re-establishing my career here.

I would propose a program of flute and piano since the repertoire for that combination would be both challenging and interesting. However, I could also put together a chamber ensemble featuring string or wind instruments. I will be performing with pianist January 16, 1:00 PM, on a faculty recital at the Children's Orchestra Society (a music school run by Yo Yo Ma's sister and her husband), 1355 Northern Blvd., Manhasset, NY. I would like to invite you to this concert if you are interested in hearing me play live. You may call me at the above number for directions or more information or you may contact the Children's Orchestra Society at (516) 888-8888. We will perform an arrangement of the Franck violin sonata for flute and piano along with works by J.S. Bach, Malcolm Arnold and Theobald Boehm.

If you should require additional information please don't hesitate to contact me at the above phone number. I look forward to hearing from you.

Sincerely,

Karen Bogardus

Enclosures: photo, resume, and critiques