



(843) 555-5555. 316 Calhoun Street Charleston, SC 29401. www.rsfh.com

Date: February 1, 2012

To: Molly McGuire

Post and Courier

Charleston, SC

Dear Molly,

Here at Roper Hospital our staff is delighted that the Post and Courier is awarding one of our nurses as "Citizen of the Year." Flora has been a valuable asset to our hospital for eight years now. While I understand that you are under a tight deadline to get the story, Roper Hospital does have a strict policy about releasing employee information.

While the hospital cannot release any further information, I was able to reach her via her cell phone and while she is excited about this she is unavailable until 10 p.m. tonight. Flora was happy to leave you with her cell phone number, (843) 123-4567.

I apologize for the inconvenience and hope that you are able to push your 5 p.m. deadline to get the story first hand from Flora.

Best,

Laurah Covington
Public Affairs Coordinator

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