

Withdrawal Letter (Full Block Format)

725 University Place, #321  
Evanston, IL 60208.  
April 20, 2004

Melissa Lang, Ph.D.  
The Northlight School of Performing Arts  
8989 Wagner Rd.  
Glenview, IL 60025

Dear Dr. Lang:

I am writing to inform you that I am withdrawing my application for the program coordinator position with the school. As I indicated in my interview with you, I have been exploring several employment possibilities. This week I was offered an administrative position with a local city government, and after careful consideration, I decided to accept it. The position provides a very good match for my interests at this point in my career.

I want to thank you very much for interviewing and considering me for your position. I enjoyed meeting you and learning about the innovative community programs you are planning. You have a fine school and I wish you and your staff well.

Sincerely,

Heather Ferguson