

James Sharpe

Your header should be the same as resume and any other letter that you send to the company.

18 Central Park Avenue ♦ Anytown, NY 14788
(516) 555-1212

May 10, 20XX

Insert 4-8 spaces from date to sending address depending on spacing you need for your letter. Four usually looks good.

Emily Johnson
Human Resources Director
ABC Corporation
1 Industry Plaza
Anytown, NY 14536

Insert the name of the person you are sending the letter to, their title, the company name and address.

Dear Ms. Johnson:

Have one empty space between sending address and "Dear..." and one empty space after "Dear..." to your body introduction.

Remember: After "Dear..." only use a comma if you know the person personally, use a colon if you do not.

Thank you for your letter offering the position of Department Manager. The job offer is quite attractive, and I am very interested in this position.

Unfortunately, family matters have developed, and I must take these factors into consideration. I understand the need for a final acceptance or refusal of your offer by May 18, and I will meet this deadline if necessary. However, an extension from this date to May 28 or 29 would be greatly appreciated, and it would make my final decision that much more certain. Please let me know if such an extension can be arranged.

Thank you for all your previous efforts on my behalf, and I look forward to hearing from you soon.

Sincerely,

James Sharpe

Use "Sincerely" if you do not know the person personally. Have four spaces between "Sincerely" and your typed name, so you have room to sign your name.

James Sharpe

If you are enclosing something make sure you put Enclosure single spaced after your typed name.

Enclosure