

1230 Black Oak Drive
New Albany, IN 47150
October 15, 20xx

Ms. Lynn Leader, Director
Floyd County Drug Council
P. O. Box 679
New Albany, IN 47150

Dear Ms. Leader:

I received your offer of employment for the position of Communications Outreach Awareness Specialist and find the opportunity exciting. I greatly appreciate the offer.

Although the position is attractive, I must ask for additional time to consider your offer. As I indicated during the interview, there are several positions pending. It is imperative, considering the importance of the employment decision, that I give adequate consideration to all alternatives. All interviews for the three remaining positions will be completed by the end of the third week in June.

A two-week extension of your offer deadline would be appreciated. I find your position to be quite inviting, but I want to be certain that this position best utilizes my interest and abilities.

I will contact you in one week to see if an extension can be given. Again, I thank you for the offer.

Sincerely,

Sherry R. Henderson