

**Sample 8: Withdrawal Letter  
(Full Block Format)**

4624 Chester Lane  
Jamaica, NY 10803  
April 20, 2003

Ms. Melissa Bliss, Executive Director  
The Mayfield School of Performing Arts  
8989 Princess Anne Road  
Purchase, NY 23892

Dear Ms. Bliss:

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, have 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 more about the innovative community programs you are planning. You have a fine school and I wish you and your staff well.

Sincerely,

*(Written signature)*

Heather Ferguson