October 2, 2011

Linwood Roseman

Customer Relations Manager Unified Uniforms Corporation 1A Uniform Pike

Griffin, GA 30223 Dear Mr. Roseman:

Thank you for the telephone call offering me the Bilingual Customer Service Representative position with Unified Uniforms’ Griffin location. I am excited about the possibility of working with the particular group of clients that this job offers.

The position you offered me is very appealing, and I am giving it serious attention. You asked that I notify you of my decision by October 9, but I will not have all the information I need in order to make a decision by that date. Instead, may I inform you of my decision by October 15? I would appreciate this extension, and can assure you that I will be able to make a firm decision by that date.

Thank you for your consideration of my request. Sincerely,

*Minnette Clemons*

Minnette Clemons

82 Bark Street, Apartment 1B Athens, GA 30605

706.555.1234

mclemons@email.com