

Sara Jane Jones
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April 13, 2000

Mr. John Doe
Director, Library Services
Department of Interior
100 Monument Ave.
Richmond, VA 24557

Dear Mr. Doe:

Thank you for the offer that you extended for a position as a research assistant in the Department of Interior extension library. The offer was very attractive, and I had much to consider in reaching my decision.

Unfortunately, I am declining your offer to take a position as researcher at the Library of Congress. Their specialized resources and location in Washington, where my family resides, were the deciding factors in this difficult decision.

I appreciate your interest in me and wish to express again my gratitude for your courtesy and consideration.

Sincerely,

(Sign your name)

Sara Jane Jones