

4444 Fourth Street, Apt. # 4
Olympia, WA 98502

January 2, 2003

Ms. Monique Williams, Executive Director
The Virginia School of Performing Arts
8989 Princess Ann Road
Virginia Beach, VA 23456

Dear Ms. Williams:

I am writing to inform you that I am withdrawing my application for the Program Coordinator position with the school. As 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, I 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 about the innovative community programs you are planning. You have a fine school and I wish you and your staff well.

Sincerely,

A handwritten signature in black ink that reads "Jaime Escalante". The signature is written in a cursive, slightly slanted style.

Jaime Escalante
(360) 555-5555