

547 Bayline Terrace
Clifton Park, NY 12065
(555) 664-8874

May 13, 2002

Michele Peters
Grand Hotel Inc.
Ricksville, NY 11233

Dear Ms. Peters:

I am acknowledging your letter offering me the catering and sales representative position with Grand Hotel Inc. Thank you very much for offering me this exciting opportunity. The terms of your offer are clear, and I am certain I will be able to give you a response by your requested deadline of July 16th. I appreciate your allowing me ample time to consider your offer so that I can be sure my decision will be in the best interest of both my career goals and the needs of your corporation.

In the meantime, should I have any questions, I will contact you. Please do not hesitate to call me if I can provide you with any needed information.

Yours truly,

John Doe