

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  
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