Ms. Ellaine Miller

Recruitment Officer

Pen Solutions, Inc.

Dear Ms. Miller:

Thank you for immediately calling me regarding my application. I am really pleased to get an offer from your end to be a senior writer, instead of a junior writer which I applied for.

However, I would like to make a few clarifications first before formally accepting your offer. I would like to know if you are still interested to hire me since my contract with me previous employer would end next month – October 20, 2010. I would like to make this clear first before signing any document from your company.

Despite my existing contract, however, I am very interested to work as one of your senior writers. I believe your company could give me great opportunities once I join you.

Thank you and I hope to hear from you soon.

Regards,

Nina White

Applicant