August 12, 2010

Andy Walker

Human Resource Manager

Transcript Media

Dear Mr. Walker:

I would to express my gratitude for your job offer to serve as a Copy Writer of your company. While the job offer sounds interesting, I need to decline that great opportunity for some reasons. I am currently employed as a Web Copy Writer for Yell Advertising, Inc. and my contract will end next year. Thus, there is no way I can work for your company anytime soon.

I really thank you for considering my application in your company.

Truly yours,

Margaret Edwards