

11000 University Parkway
Pensacola, FL 32514

April 15, 20__

Lauren Loeffler
Assistant Director, Career Services
University of West Florida
11000 University Parkway
Pensacola, FL 32514

Dear Mrs. Loeffler,

I am writing to inform you that I am withdrawing my application for the Marketing internship with the Career Services department. As I indicated in my interview with you, I have been exploring several internship possibilities. This week I was offered an internship position with Cox Communications and feel that this position is a better match with my future goals.

I want to reiterate my appreciation for you interviewing me. I enjoyed meeting you and the rest of the Career Services staff and learning about the services you offer to students.

Sincerely,
(signed name)

Susie Jobseeker