



ROCKY MOUNTAIN COLLEGE OF ART + DESIGN
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Sample Withdrawal Letter

725 University Place, #321
Evanston, IL 60208

April 20, 2016

Melissa Lang, Ph.D.
Executive Director
The Northlight School of Performing Arts
8989 Wagner Rd.
Glenview, IL 60025

Dear Dr. Lang:

I am writing to inform you that I am withdrawing my application for the program coordinator position with the school. As I indicated in my interview with you, I have been exploring several employment possibilities. This week I was offered an administrative position with a local city government office. After careful consideration, I decided to accept it. The position provides a very good match for my interests at this point in my career.

I want to thank you very much for interviewing and considering me for your position. I enjoyed meeting you and learning about the innovative community programs you are planning. You have a fine school, and I wish you and your staff well.

Sincerely,

Heather Ferguson