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Date of Letter

Ms. Melissa Bliss, Executive Director  
The Virginia School of Performing Arts  
8989 Princess Anne Road  
Virginia Beach, VA 23465

Dear Ms. Bliss:

I am writing to inform you that I am withdrawing my application for the program coordinator position with the Virginia School of Performing Arts. 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 and, after careful consideration, decided to accept their offer.

I want to thank you for interviewing me. 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,

*(Handwritten signature in blue ink)*

Paul Plantz