123 Lodge Street, Unit 1   
Waterloo, Ontario   
N2L 3C5   
  
November 16, 2018

Ms. Nawal Tawfeek  
Marketing Manager   
ABC Manufacturing   
45 Railside Road   
Toronto, Ontario   
M3C 2J3   
  
Dear Ms. Tawfeek:   
  
I am delighted to accept the position as a marketing assistant with ABC Manufacturing for the winter work term, which runs from January 3 to April 28, 2019.

Please send me information about parking, hours of work and anything else you would like me to know. I would also be happy to review training materials before I start. I can be reached by   
e-mail at [petr0123@mylaurier.ca](mailto:petr0123@mylaurier.ca) or by telephone at 519.123.4567.   
  
*Alternative second paragraph:*  
If you would like me to start my work term early, I am available to begin after my exams finish in mid-December. I can be reached by e-mail at [petr0123@mylaurier.ca](mailto:petr0123@mylaurier.ca) or by telephone at 519.123.4567.  
  
I look forward to beginning my work term at ABC Manufacturing. Thank you for this opportunity.  
  
Sincerely,

*Maksim Petrov*

Maksim Petrov