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 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 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