

## Sample Non-Acceptance Letter

Your Street Address  
City, State, Zip Code  
Date

Mr. Patrick Dodson  
Lone Cactus Food and Beverage Company  
162 Getzen Drive  
Scottsdale, AZ 85258

Dear Mr. Dodson:

Thank you very much for offering me the position of Sales Representative with Lone Cactus. It was very helpful to hear the details of the position and what my responsibilities would be.

After careful consideration, I have decided to decline your offer at this time. As much as I appreciate your time in considering my application, I made the difficult decision to pursue a different type of career opportunity. I wish you and your department much success and appreciate your interest in me.

Yours truly,

(sign here)

Your Name