

Dear Mr. Herschelman:

Thank you for the opportunity to join your staff at Focus Point INC. I accept the position of architectural draftsman.

I look forward to joining your design team in December. I would like to schedule an orientation at your convenience. You may contact me at (325) 669-5781, or email me at [justin\\_r\\_allen@hotmail.com](mailto:justin_r_allen@hotmail.com). My address is 6504 22<sup>nd</sup> Place, Lubbock, TX 79407.

Sincerely,  
Justin Allen