

To: Arthur Keith
From: Katja Kovacic
Subject: Recent hire for a PR and Marketing position
Date: September 21, 2005

Dear Mr. Arthur Keith

My name is Katja Kovacic. I was recently offered a PR and Marketing position at your Gaylord Resort in Nashville. I want to thank you for this opportunity. I accept this position and am looking forward to contributing my skills to your corporation. I would like to schedule an orientation with you at your convenience, which will also give us a chance to discuss the date you would like me to begin work.

Please contact me by phone at (806) 441-9564 after 3:00 p.m., or by e-mail at katja_kovacic01@yahoo.com. Thank you for your time.
I look forward to hearing from you.

Sincerely,

Katja Kovacic