7694 James Court  
San Francisco, CA 94826  
June 7, 20

Ms. Judith Greene  
Vice President Southwest Airlines  
2400 Van Ness   
Dallas, TX 94829

Dear Ms. Greene:

I am pleased to accept your offer, and I am looking forward to joining you and your staff next month.

The customer relations position is ideally suited to my background and interests. I assure you I will give you my best effort in making this an effective position within your company.

I understand I will begin work on July 10, 20\_\_. If, in the meantime, I need to complete any paperwork or take care of any other matters, please contact me at (303)777-1234.

I enjoyed meeting with you and your staff and appreciated the professional manner in which the hiring was conducted.

Sincerely,

Joan Kilmer

Joan Kilmer