

Melody Taylor

504-886-7234 • mtaylor1@gmail.com • www.linkedin.com/melodytaylor1

1000 Holt Ave. – 1980
Winter Park, FL 32789

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Maura Schiefelbein
Human Resources Recruiting Manager
AAA
1000 AAA Drive
Heathrow, FL 32746

Dear Ms. Schiefelbein:

Thank you for offering me the internship opportunity with AAA in your Public Relations Department. I appreciate you discussing the details of the position with me and giving me time to consider your offer.

You have a well-run organization and there are many aspects of the position that are very appealing to me. However, given my current career goals I have decided to decline your kind offer.

I want to thank you for the consideration and courtesy given to me. It was a pleasure meeting you and your friendly staff.

Sincerely,

Melody Taylor

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