

July 5, 2004

110 So. Catherine St.
Lucky Hills, NC 27401

Mr. Joseph Smith
Tarbox Roofing Inc.
11001 West Lane Avenue
Ridge, NC 25618

Dear Mr. Smith:

Thank you for your telephone call and letter that I received yesterday offering me the position of Assistant Director of Marketing with Tarbox Roofing Company. I am very excited about the opportunity to work with your team and appreciate the confidence in offering me the position. You stated that you would like my decision by July 9. You have offered me an exciting opportunity, but I feel that I do not have all of the information that I need to make a decision. Would it be possible for me to delay my decision until July 16?

I would very much appreciate such an extension, and assure you that I will be able to make a firm decision by that date. Thank you very much for your consideration of my request.

Sincerely,

John P. Jones

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