

44 Fargally Street
Zamalek, Egypt
Tel: 2345-5555

March 14, 2020

Ms. Magda Fadel
Human Resources Director
Advanced Laboratories
42 Rd 25
Maadi, Egypt

Dear Ms. Fadel:

I would like to thank you for your offer of a lab analyst in Advanced Laboratories. The job responsibilities match my interests and are in line with my career goals. My chemistry degree and my activities in the chemistry club will certainly contribute to my performance.

Your job offer indicated April 2, 2020 as a deadline for signing the contract. I would appreciate very much if you would allow me to respond to your offer by April 30, 2020. As I mentioned during the interview, I have applied to other firms and I am currently in the process of evaluating other job offers. This extra time will give me enough time to take a sound decision.

I will contact your office within the next week to get your feedback on my request. If you have any inquiries, please call me.

Once again, thank you for your consideration.

Sincerely,
Ahmed Fayek