

LETTER CONFIRMING INTEREST IN POSITION

21 Elm Street
Methuen, MA 01844
March 24, 20XX

Mr., Michael Bassett
Bassett & Hound
3485 Marble Street
Manchester, MA 15468

Dear Mr. Bassett:

If you remember, I interviewed with you last month for the summer law clerk position at your firm. I write today to express my strong and continuing interest in the position.

As we discussed in our meeting, I not only have had significant coursework in law school related to corporations and other businesses, but I have also had ten years of business ownership and management experience that will enable me to work most effectively with many corporate and small business clients.

I am very excited about the prospect of working with your firm, and look forward to hearing from you in the near future.

Sincerely,

Josephine Jones