

YOUR CURRENT ADDRESS HERE

CURRENT DATE

Ms. Sharon Warren
U.S. Congressional Budget Office
2nd St SW & D St SW
Washington, DC 20019

Dear Ms. Warren:

I want to thank you for giving me the opportunity to work within the U.S. Congressional Budget Office. I am very pleased to accept the position of Budget Analyst with your international relations division. The position reflects the kind of work I am excited to begin. As we discussed, I will begin my assignment this July with a starting salary of \$52,000 per year. Before I begin, I will get the required physical and complete all the necessary paper work.

I will be in Washington, DC within the next two weeks and would like to deliver all of the paperwork to you personally. I enjoyed my interview with you and the rest of the staff members and look forward to beginning my career with the Budget Office.

Sincerely,

Your Name