

Sample Thank You Letter

Your Address
Current Date

Addressee (*the person to whom you are writing and their address*)

Dear Mr./Mrs. _____:

Thank you for the opportunity to talk with you on December 1, 2***. The information you shared with me was excellent and gave me an opportunity to learn more about *name the organization*.

I am convinced that I can be a genuine asset in moving toward *here you would mention some specific goal or project which was discussed during the interview*. I am excited about the possibility of applying my education and experience to the position we discussed (*or name the position*).

I look forward to hearing from you in the near future. If I can provide you with any additional information, please do not hesitate to contact me. Again, thank you for your time and consideration.

Sincerely,

Sign your name here

Your typed name

