[YOUR NAME]

[YOUR ADDRESS]

[YOUR EMAIL]

[YOUR PHONE NUMBER]

[COMPANY NAME]

[RECIPIENT’S NAME – IF KNOWN]

[RECIPIENT’S TITLE – IF KNOWN]

[COMPANY ADDRESS]

[DATE]

Re: Thank you

Dear [NAME],

Thank you for taking time out of your day to meet with me and discuss the [JOB TITLE] position. I really enjoyed our conversation and I am excited about the opportunity.

I am positive that my skills, as well as my friendly, professional, and positive attitude will enable me to succeed in the role. I hope you’ll agree. If not, though, please keep me in mind in the event that another position opens up at a later date.

If you have any additional questions, I’d be happy to answer them, so feel free to reach out anytime. Thank you again for your consideration, and I look forward to hearing from you soon.

Sincerely,

[YOUR NAME]