

[Your Name]
[Street Address]
[City, St Zip]
[Optional – Email Address]

[Today's Date]

[Name of Recipient]
[Title]
[Company]
[Address]
[City, St Zip]

Hello [Interviewer's Name],

I want to take a second to thank you for your time [this afternoon/yesterday]. I loved talking with you about [specific topic that was discussed]. I also enjoyed learning about [Company Name] and the [Job Title] position.

I am very eager to explore this opportunity. I see by myself successful and even excelling in this position. I look forward to learning of any updates you can share. Please don't hesitate to reach out to me. I can answer any questions or provide any information in the meantime.

Thank you for the great conversation and all the insight you shared.

Sincerely, [or Respectfully,]

(Sign here for letters delivered by mail)

[Typed Name]
[Title]