

## Thank You Letter Sample

[Your Street Address]  
[City, State Area Code]  
[Today's Date]

[Full Name of Recipient]  
[Position in Organization]  
[Organization's Name]  
[Organization's Address]

Dear Mr./Ms. [Last Name]:

I wanted to let you know how much I appreciated the opportunity to interview with [Organization's Name] for the position of [Position]. This is an exciting position, and I want to reaffirm my strong interest in this assignment.

In particular, I enjoyed meeting [Names of Contacts], and appreciated their time in explaining the responsibilities of the position and the [Position]'s function. This was most enlightening and served to pique my interest in working as part of this group.

I feel that my [name qualifications] should serve me well in meeting the requirements of this position. Additionally, I feel that my strong background in [Technical Skill] should also prove additive to the group's efforts.

Again, [Contact Name], I appreciated the opportunity to visit with you. Thank you for your hospitality, and I look forward to hearing from you concerning the outcome of our discussions.

Sincerely,

[Full Name]  
Cell phone number  
Email address