

Sample Thank You Letter

Your Street Address
City, State, Zip Code
Date

Mr. Patrick Dodson
Lone Cactus Food and Beverage Company
162 Getzen Drive
Scottsdale, AZ 85258

Dear Mr. Dodson:

Thank you so much for the opportunity to interview for the sales position with Lone Cactus. I genuinely enjoyed meeting you and learning more about your customer base and the company's philosophy on service.

As we discussed in the interview, I believe my management experience and marketing background provide the essential skills to meet the needs of your rapidly growing organization. My customer focus, coupled with my degree in management, makes me an excellent match for this position.

I am confident that I can make a solid contribution to the Lone Cactus team and hope to be a part of such an outstanding organization. Please contact me for any additional information at 480-123-4567. Thank you again for your interest and time.

Sincerely yours,

(sign here)

Your name