

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Thank You/Follow-Up Letter – Post Interview – Applicant to Business

Dear :

Thank you for taking the time to interview me regarding the position of at {Name}. I enjoyed talking to you and discussing the position at {Name}. It was great to interview with a company/organization dedicated to providing the best service and product to the consumer. I was very pleased to learn of the advantages available at {Name}. I believe that I would be a prime candidate for the job of {Name}. I, too, am dedicated to providing the best product and service to not only to the consumer, but also the company. I believe in giving my best in all that I do.

Once again, thank you for taking the time to interview me regarding the position of at {Name}. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E