

SAMPLE FOLLOW-UP LETTER

Date

Name
Title
Hospital
Address
City State Zip

Dear Dr. _____:

Thank you for the opportunity to discuss my candidacy for a position with your practice. I appreciate the time you spent describing your plans for the future and how I might become a part of them. Particularly, I was impressed by

_____.

The expenses for my trip are itemized below and copies of the receipts are attached:

(If you drive):

Mileage: _____
(Recommended \$0.55/mile)
Meals: _____
(Recommended \$38 per diem)
Hotel: _____
Tolls: _____
Parking: _____
Other: _____
Total: _____

(If you fly):

Airfare: _____
Parking: _____
Hotel: _____
Cab: _____
Meals: _____
Other: _____
Total: _____

Dr. _____, I have X more interviews scheduled. As soon as they are completed I will make my decision and be in touch with you.

Again, thank you for your time.

Sincerely,

Your Name
Title