

## Jason Jones

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September 1, 2018

Cedric Lee  
Account Manager  
Acme Rental  
123 Business Rd.  
Business City, NY 54321

Dear First Name, (or Mr./Ms. Last Name if you don't know them well)

I hope you are well. I just wanted to say thank you so much for writing me a letter of reference for the job at XYZ Company.

I really appreciate you taking the time to write the letter. I am happy to announce that I have a second interview with the company next week! I will let you know how it goes.

Again, thank you so much. I greatly appreciate your assistance with my job search.

Best regards,

Jason Jones [handwritten signature]

Jason Jones

**Subject:** Thank You

Dear Linda, (or Mr./Ms. Last Name if you don't know them well)

I would like to thank you for the invaluable support you provided to me during my recent career search.

When I began this search, I had very little idea how to go about it – or especially, how to network to discover new job opportunities. The information and advice you gave (and, in particular, the list of contacts you shared with me) made all the difference in helping me to focus my job search. I'm happy to report that I have just accepted a new position with Company ABC!

Again, thank you so very much. I greatly appreciate your generosity.

Best regards,

Terry Jones  
123 Main Street  
Anytown, CA 12345  
terry.jones@email.com