(Your name here)

(Address here)

(City, state/province here)

(Telephone/cellphone)

E-Mail: (your email address here)

(Insert date here)

**Name of Contact here**  
(The persons title here)  
(Company name here)

(Company address here)

(City, state/province here)

Dear (name here):

Just a brief note to thank you for the time you spent with me this(or on, or last) (insert the day here) (month here with the numerical date). You have an excellent organization, corporate philosophy, and work ethics and it would be a pleasure to work with you and the team.

The interview convinced me of how compatible my background, interests, and skills are with the goals of (Company name here). My prior (insert your skill set here such as writing, blogging, social media, marketing, nose picking – what ever) experience with ABCDEPG INC. and AGBDT Inc., has prepared me to launch and develop new product lines/brands.

Please feel free to contact me should you have any questions or comments or if you wish to request a second meeting.

I look forward to meeting with you and your staff again.

Yours truly,

### John Doe

John Doe