(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)

(Insert name here):

First of all, I wish to thank you for meeting with me this week. It was a pleasure to have met with you and learn about the opertunity of (insert job title here) at (insert the prospective company applying at here).

Your comments make about (tis can be anything such as “about my resume, my work experience etc..) sense and your enthusiasm about my capabilities and interests seem in line with my thinking. I feel confident that you will be fully capable to represent me in the best possible light to potential companies. I also would like to develop a relationshipw with you beyond (insert the copmany name here) in that you would consider me for other position with other companies in the future.

As discussed, I am flexable to move provided there is a proper employment contract, and that the copmany is willing to assist in my move – this can be discussed at a later point.

Once again, thank you for your attention to my file and I look forward to working with you and your organization and do feel free to contact me should you wish to discuss or meet again.

Best regards,

John Doe

John Doe