TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Thank You Letter

Dear **[NAME]**

It was great speaking with you yesterday about being a possible fit for your team.

I appreciate the transparency into the project you are working on and what it is like working at **[COMPANY NAME].**

It seems like an amazing team and an exciting project with huge potential. I am excited about the possibility of working with you.

If you have any questions or want to continue our conversation, please reach out at any time.

I look forward to being in touch.

Sincerely