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]**

Thank you for taking the time to meet with me today and sharing some of the innovative work you and your team are doing to support your clients.

From our conversation, I understand that the pace is fast, the work is top-notch, and as hard as you work, you all have a great time doing it together. People’s passion for their work was tangible and the sense of community was amazing.

I also understand you are looking for a person who can hit the ground running, does not need handholding, and is fun to work with. I am confident I am that person.

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

I look forward to being in touch.