**LETTER TEMPLATE**

**FOLLOW-UP LETTER**

**[Name]**

**[Address]**

**[Phone number]**

**[Email]**

**[Date]**

**[Recipient's name]**

**[Title]**

**[Company]**

**[Company address]**

Dear **[Name],**

Thank you again for taking the time out of your schedule to talk to me about the **[position]** with **[company].** I was truly impressed with your organization and the team environment within the **[department]** and I would welcome the opportunity to be part of that.

In addition to a strong educational background and a passion for **[industry/role],** I also bring **[number]** years of experience as a **[position]. [Elaborate on experience that qualifies you for the role or any qualifications that you failed to mention in your interview.]**

I look forward to hearing from you once the final decision is made. If you need references or any other information, feel free to contact me at [phone number]. Thank you again for your consideration.

Sincerely,

**[Name]**