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 so much for chatting with me today. It was such a pleasure to learn more about the marketing manager role, and I’m very excited about the opportunity to join News Crew and help your team reach a new audience with your amazing content.

I look forward to hearing from you about next steps, but please don’t hesitate to contact me if I can provide any additional information.

All the best,

Sincerely,