**LETTER TEMPLATE**

**FOLLOW-UP LETTER**

**[Sender’s name]**

**[Address]**

**[Phone number]**

**[Email address]**

**(Date)**

**[Recipients name]**

**[Designation]**

**[Address]**

Dear **[Recipients name],**

Thank you for taking the time to talk to me about the Marketing Executive position in the morning. It was a pleasure to learn more about your strategy and innovative ideas for the employees’ development.

As explained by you, the executive position’s work and duties convinced me that this is a job I would enjoy. The skills and experience I have will be a valuable contribution to the work. If any further query regarding the travelling as discussed in our meeting were not an issue, I would love to travel in the Northern regions.

For further reference, I have attached the details of some of the latest projects we had discussed. Please feel free to contact me if you need any information. I look forward to hearing from you next week. Thank you once again for sharing your time with me.

Sincerely,

**[Your name]**