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]**

I just wanted to thank you for inviting me to your office today. It was great to hear about 4Apps’ goals for streamlining your software and placing an emphasis on quality UX design, as well as how you see the engineering department playing a role in these initiatives.

4Apps seems like a wonderful place to work—and not just because you mentioned some great summer outings! I really admire the mission that drives your business and look forward to the opportunity to help your team implement some of the ideas I mentioned around redesigning the homepage.

Please let me know if there’s anything else you need from me to move the process forward.

Have a great rest of your week,

**[SIGNATURE]**