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 meeting with me today. I really enjoyed learning more about your career trajectory at Car Runs (and hearing what it was like to join as the fifth employee—so impressive!) and where you see the company going in the next couple years.

To follow up on our conversation about churned clients, I’ve attached a short deck I mocked up on my initial ideas for increasing renewals. Happy to discuss further if you see it being a helpful resource.

I can tell Car Runs is a special place to work, and I would be thrilled to join such an innovative, hardworking, and passionate team of individuals. Please let me know if there’s anything else I can provide to make your hiring decision easier.

Best regards,

**[SIGNATURE]**