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 for your time yesterday. I enjoyed the interview, and it was interesting to hear about how the team is expanding and the new types of customers you’re trying to attract.

I’m confident that I can take what I’ve learned at **[NAME]** and step into your role and be successful, so I’m eager to hear your feedback when you have a chance.

Don’t hesitate to contact me in the meantime if you have any questions or concerns.

Best regards,