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 taking the time to interview me for the Marketing Director position at **[NAME]** . I am very excited about this opportunity and believe I would be a great addition to your team.

As we discussed in the interview, my experience at **[NAME]** directly matches your expectations for this role. Specifically, my experience managing **[NAME]** online advertising campaigns and improving online revenue will bring a lot of value to **[NAME]** Enterprises.

I look forward to hearing back from you regarding next steps.

Thanks,

**[SIGNATURE]**