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],**

To Whom This May Concern,

Thank you for taking the time to meet with me today. I enjoyed learning more about the Social Media Manager position within Gold Enterprise. It’s an excellent match for my skills and interests, given my background as an SEO Specialist.

Your modern approach to social media marketing, including your highly refined SEO tactics, confirmed my desire to become a member of your team.

In addition to my enthusiasm, I’d also bring my social media expertise, time management skills and team player approach to the department.

Thank you again for reserving an hour out of your busy schedule to interview me today. I remain very interested in becoming a member of your team and look forward to speaking with you again!

Sincerely

**[Name]**