[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address]

[City, ST ZIP Code]

Dear [Applicant Name],

That last interview went really well. We had [# of applicants] apply for this position, but you're our top choice because [reasons this was the successful candidate]. We also think you'd be a great fit with our team because [reason you think they'd be a great cultural fit].

Do you have time [date and time you'd like to meet] to review the details of this job and talk about an offer?

Sincerely,

[Your Name]

[Title]