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| Michael Smith |

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May 19, 20XX

Jessica Davis   
Content Strategist   
XYZ Media Company   
1400 14th Street, Ste. 14   
New York, NY 10018

Dear Ms. Davis,

Thank you again for meeting with me today. I truly enjoyed our conversation and gained valuable insights into content strategy and building a career in media.

I’ve already investigated the classes you suggested, as well as the writer’s union, and will continue working on building my own personal brand using your (extremely helpful!) advice.

As you said during our chat, you really can’t learn everything you need to know about this industry in school. I’m extremely grateful that you took the time to steer me in the right direction.

Thanks again, and best regards,

Michael Smith (signature for hard copy letter)

Michael Smith