

# Sample Thank You Letter

4 Spartan Village

East Lansing, MI 48825

February 19, 1994

Adam Spartan

Coordinator

Appreciation Manifestation Company

6 Collingwood Drive

East Lansing, MI 48824-1113

Dear Mr. Spartan:

I want to thank you for interviewing me yesterday for the position of thank-you letter writer. I was very impressed with the description you provided of your organization, and I am excited about the prospect of working for you.

My qualifications are well-matched with the position we discussed, and I have a real interest in this area of work. My experience specifically with thank-you letter writing and the good interpersonal skills I possess are among my strongest attributes. They would certainly enable me to make a valuable contribution to the Appreciation Manifestation Company.

Again, thank you for the interview and your consideration. I am eager to have an opportunity of working on your staff. I look forward to hearing from you. Please feel free to call me at 000-000-0000 if you have any further questions.

Sincerely,

Thomas Perfect