January 24, 20XX

Sandra Smith
336 West Broadway
Cleveland, Ohio 67890

Mr. James Wood
Manager
Wood's Lumber Ltd
300 Main Boulevard
Jonestown, Ohio 12345

Dear Mr. Wood:

It was a pleasure speaking with you on Wednesday, January 23rd. Thank you for taking the time from your busy schedule to answer my questions. Your answers were helpful and very informative, in furthering my understanding of what is involved in this type of work.

I appreciate the interest you have shown in helping me with my career search.

Sincerely yours,

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