M|W

MEREDITH WALTER

[Date]

[Interviewer’s Full Name]

[Company Name]

[Company Address]

[Company City, ST ZIP]

Dear [Mr./Ms./Dr. Last Name],

Thank you again for your time in speaking with me about the [job title] position this [morning/afternoon/evening]. The insight you provided about the responsibilities and daily duties of this position during our conversation greatly increased my interest in this role. I would be honored to use my [skills you discussed in interview] to benefit [company name] and its goals for the future, including the work you are currently doing on [project/work specifically discussed in interview].

Please do not hesitate to reach out to me if you have any additional questions. I look forward to visiting with you again soon.

Best regards,

[Your Full Name].

CONTACT

123.456.7890

youremailhere@gmail.com

City, State

yourwebsite.com

MARKETING MANAGER