

Your Name

Your Address
City, State ZIP
Phone (xxx) xxx.xxxx
Cell (xxx) xxx.xxxx
Your email address.com

Date

Interviewer Name
Interviewer Title
Company Name
Address
City, ST ZIP

Dear [Interviewer Name],

I want to thank you very much for interviewing me today for the [job title] position. I enjoyed meeting you and learning more about your company and the opportunity.

My enthusiasm for the position and my interest in working for [company name] were strengthened as a result of the interview. I believe my background and/or experience fit nicely with the job requirements, and I'm sure that I could make a significant contribution to [company name].

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please contact me if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Sincerely,