THANK YOU LETTER TEMPLATE

**Your Name**

Address (optional) ▪ City, State Zip ▪ Phone ▪ Email

Date

Contact Person's Name

Contact Person's Position or Title

Company's Name

Company's Street Address

Company's City, State, and ZIP Code

Dear *Mr./Ms. Contact Person's Last Name*:

*1st paragraph:* *Create a thank you statement and remind him/her of the job you are applying for.*

*Example:* Thank you very much for taking time out of your busy day to talk with me about the Customer Service Representative position. I enjoyed meeting you and the members of your department, and I am excited about the chance to work with such a great team.

*2nd paragraph: Add a statement about the interview. Mention something that impressed you or that you wish to clarify.*

*Example:* Judging by our discussion earlier today, I believe that my ability to consistently go above and beyond for customers is an excellent fit for your team, especially since you mentioned your company just received a prestigious award for “Outstanding Customer Service Skills.” I am confident that I can be a significant contributor to the success of [*company or department name*]. I sincerely hope you agree.

*3rd paragraph: Final thank you.*

*Example:* Thank you again for interviewing me. If you have questions or concerns, please feel free to contact me. I look forward to hearing from you again.

Sincerely,

\*sign here\*

Your Name (typed here)