

# THANK YOU LETTER TEMPLATE

**Your Name**

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

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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*:

*1<sup>st</sup> 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.

*2<sup>nd</sup> 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.

*3<sup>rd</sup> 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)