

{#Date}

{Salutation} {First Name} {Last Name}
{Position}
{Company}
{Address 1}
{Address 2}
{City}, {State} {Zip}

Dear {Salutation} {Last Name}:

Thank you for taking the time to interview me for the {#Name of position#} position open in your {#company/department#}. I enjoyed meeting you and some of your colleagues and found our discussion to be informative and interesting. The environment also seems to be quite congenial and conducive to good and productive working relationships. I am now convinced that {Company} is what I am looking for in an employer, and feel that I am well able to meet the needs you described to me. I certainly hope you feel the same.

I look forward to hearing from you in the near future. Thank you again for your time and interest.

Sincerely,

{#Username}