

Your Name

Your Address

Your City, State, Zip Code

2/27/2008

[Type the sender company address]

[Type the recipient title]

[Type the recipient address]

Dear Mr. Johnson:

I want to thank you very much for meeting with me yesterday for the Staff Accountant position. I enjoyed meeting with you and would like to thank you for considering me for this role.

The interview strengthened my enthusiasm for XYZ Company and would like to reiterate my strong interest in the position. If there is anything else you feel you need from me don't hesitate to contact JTL Services for that additional information.

Again, thank you for the interview and the consideration.

Sincerely,

Your Name