

- T E M P L A T E -

[Recipient's name]

[Company name]

[Address]

[Address]

[Address]

[Post code]

[Date today]

[JOB TITLE or JOB REFERENCE NUMBER]

Dear [Recipient's name],

Thank you for scheduling my interview for the [job title] position.

I am pleased with the benefits [company name] offers and impressed with its [products, success, industry standing, etc.]. I'd greatly appreciate the chance to contribute to its future success.

Judging by our discussion [today], I believe that my qualifications are an excellent fit, particularly my [specific education, experience, skills, etc.]. The position is exactly what I'm looking for, and I'm confident that I can be a significant contributor to the success of [company or department name].

[INCLUDE here if you forgot to mention something important, this is your second chance but don't say you forgot!]

I hope to hear from you soon to discuss my future with [company name]. If you have questions or concerns, please don't hesitate to contact me on [telephone number or email].

Yours sincerely,

[Your name]

Remember this is only a basic template – use your own experience to show originality of thought and understanding.

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