

Model Document: Follow-Up/Thank-You Letter

Heading is aligned from center to right.

2647 Sitwell Road
Charlotte, NC 28210
March 17, 20--

Mr. F. E. Vallone
Manager of Human Resources
Information Systems, Inc.
3275 Commercial Park Drive
Raleigh, NC 27609

Dear Mr. Vallone:

Thanks for recent interview are expressed in opening.

Thank you for the informative and pleasant interview we had last Wednesday. Please extend my thanks to Mr. Wilson of the Media Group as well.

I came away from our meeting most favorably impressed with Information Systems. I find the position you are filling to be an attractive one and feel confident that my qualifications would enable me to perform the duties to everyone's advantage.

Contact information provided in final paragraph.

If I can answer any further questions, please email me at mg@home.com or phone me at 937-964-1955.

Close is aligned with heading.

Sincerely yours,

Philip Ming

Philip Ming