|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Your nameYour addressDateName and address of the person receiving the letterFormal greetingParagraph1Paragraph 2Paragraph3ClosingSignaturein blue or black inkPrinted Name |

|  |
| --- |
|  |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
| Dear  |

|  |
| --- |
| Why you are writing, thanking them for time/opportunity for recent interview |

|  |
| --- |
| Two positive comments about business, environment or interview process |

|  |
| --- |
| Summarizing statements that you wish to be considered for position and restating your desire for position and when and where you can be reached (phone number, email, best time) |

|  |
| --- |
| Sincerely, Yours Truly, Best Regards,  |

|  |
| --- |
|  |

|  |
| --- |
|  |

 |