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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Your name  Your address  Date  Name and address of the person receiving the letter  Formal greeting  Paragraph  1  Paragraph  2  Paragraph  3  Closing  Signature  in blue or black ink  Printed 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, |  |  | | --- | |  |  |  | | --- | |  | |