

Date  
Name  
XZY Company  
XZY address

Dear \_\_\_\_\_

I want to thank you for inviting me to talk with you about the position of VVVVVVVV.

I am interested in XZY Company, and was impressed with the professionalism and courtesy demonstrated during my meetings. On the basis of your description of the opportunity as we discussed it, I feel confident that my background and education in VVVVVVVV qualifies me for the position and I believe I could make a positive impact in the XXXX Department/Section/Area/etc. I am very interested in the position and would like to become part of your organization.

Thank you again for your time and consideration. I look forward to hearing from you.

Sincerely,