

Sample: Thank-You for an Informational Interview

[Your Name]
[Street Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, State, Zip Code]

Dear [Recipient Name]:

Thank you for the opportunity to discuss [industry or job field]. It was a pleasure meeting you on [date] and learning about [Company Name]. I was impressed with the projects that [Company Name] is developing and with your plan for the company's growth.

I am enthusiastic about the possibility of working for you at [Company Name] should anything become available. Please contact me at [Phone Number] if you have any questions. I look forward to hearing from you soon.

Sincerely,

[Your Name]