

# Thank You Letter Template

When writing a thank you letter, follow the format below. Use the space in the boxes to draft your letter or use the space on the back of this page.

## Heading (About you)

Name  
Street Address  
City, State, ZIP  
Phone Number  
Email Address

Skip 1 line

## Date

Skip 2 lines

## Name of the Interviewer

Interviewer's Job Title  
Department the Interviewer Works Within (if applicable)  
Name of the Company/Organization  
Street Address  
City, State Zip

Skip 2 lines

## Salutation

(Dear... - use the person's formal title and a colon at the end)

Skip 1 line

## Body Paragraphs

Thank the interviewer for the opportunity including the name of the specific position for which you interviewed. Summarize your qualifications and why you feel you are the best candidate for the position. Include any additional information that may have been requested during the interview. In the last paragraph, thank the interviewer again and mention that you look forward to speaking with them again about the job. Include a specific time frame you will follow-up within about the position. The body paragraphs should not exceed 3 paragraphs.

Skip 1 line

**Sincerely,**

Skip 3 lines

Your Typed Name (Handwritten Signature Above)