

# **SAMPLE THANK YOU LETTER**

Mary Number  
0000 Pleasant Street  
Rhineland, WI  
715-360-0000  
[mnumber@nicoletcollege.tc](mailto:mnumber@nicoletcollege.tc)

(Current Date)

Mr. John Doe, Manager  
Add Accounting Firm  
5724 Davenport Street  
Rhineland, WI 54501

Dear Mr. Doe:

Thank you for the opportunity to meet with you yesterday to discuss the requirements of the Accounts Payable/Bookkeeping position at your firm. I enjoyed the tour, and the other members of your team made me feel especially welcome.

The interview strengthened my enthusiasm for the position and interest in working for Add Accounting. I was impressed with the varied duties of the job, the up-to-date software being used, opportunities for advancement and the services the company offers. My education and internship experiences closely match the job requirements for this position, and I am certain I could make a significant contribution to the firm over time.

Again, I enjoyed the interview and found it very informative. As you requested, I am having my college transcripts sent to you from the Nicolet College Records Office. If I can provide any additional information, please do not hesitate to contact me at 360-0000. I look forward to hearing from you soon.

Sincerely,

*(Don't forget to sign here)*

Mary Number