

**Thomas M. Riley**

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Month DD, YYYY

Abby Danielson  
ABC Consulting  
456 Business Drive  
Kimberly, WI 54136

Dear Abby Danielson,

Thank you for the opportunity to interview for the marketing position. The desire of ABC Consulting to meet client needs as personally, thoroughly, and timely as possible is commendable. I feel confident that my enthusiasm and diligent efforts would support this goal.

After speaking with you, I reflected on some of the skills and qualities that you felt are vital in this position, especially the ability to foster strong client relationships. In my experience as marketing intern, I have gained valuable knowledge and skill in this area. You mentioned that miscommunication between the company and client too often results in lost time and frustration. Since I am proficient in the process of listening to, rephrasing, and confirming the client's concerns before taking action, I believe my value to ABC Consulting team would be immediate.

As we agreed on, I will call you in a week once your interviews are complete. Thank you again.

Sincerely,

(your signature)

Thomas M. Riley