

Month DD, YYYY

Dear Anna Danielson,

Thank you for the opportunity to interview for the marketing position. The company tour was exciting to me because I saw how my enthusiasm and diligent efforts would advance your goals. I believe that my information system skills and ability to truly listen to and define client needs would build trusting relationships and add immediate value to your business.

I appreciate the time you extended to me and look forward to talking with you in a week.

Sincerely,

Thomas M. Riley