

Thank You Letter Example #1

Mary Marshall
407 High St.
Columbus, OH 43235
(614) 292-1111

January 2, 2002

Mr. Sam Cunningham
Branch Manager
The Brown Company

345 3rd Ave.
Columbus, OH 43235

Dear Mr. Cunningham;

I enjoyed meeting with you on Monday to discuss my interest in your Assistant Financial Planner position.

Pursuant to our conversation, I would like to expand upon my experience. Working directly with the Branch Management at American Express, I have helped create reports for existing clients and answered client questions about investment portfolios. Additionally, I created Excel spreadsheets for management reports and assisted in accounts receivable at ABC Bank. I am enthusiastic about the position and feel that my skills and background make me well-qualified. As you suggested, I will call you next week to follow-up on our interview.

Sincerely,

Walter Wannawork