

Sample Thank You Letter

Jackie Brown
18809 Fascination Circle
Tustin, Ca 92618
Phone: (949) 588-6900
Email: Jbrown88@hotmail.com

July 11, 2004

Lauren Chau
Forever 21
93 Fortune Street
Irvine, Ca 92618

Dear Ms. Chau,

Thank you for taking time from your busy schedule to interview me last Thursday. I enjoyed meeting you and I am very excited about the possibility of working as a Sales Associate for Forever 21.

As we discussed, I am a diligent and quick learner that possesses good communication and problem-solving skills. Given these abilities, I feel confident that I would provide your clients with exceptional customer service.

Should you have any follow-up questions, please don't hesitate to contact me at (949) 588-6900 or Jbrown88@hotmail.com. I look forward to hearing from you soon.

Sincerely,

Jackie Brown