

Only do addresses if paper copy

First M. Last
1234 Address
City, State Zip

Date (April 16, 2019)

(Dr., Mrs., Ms., Mr.) First name Last name of person you are writing letter to (Owner or manager)
1234 Address
City, State Zip

Dear (Dr., Mrs., Ms., Mr.) last name,

Thank them for giving the opportunity to interview with the company. Let them know your excitement that they are considering you for the position. Finish paragraph with something reminding them of the date of your interview (so they are reminded to get back to you in a timely manner).

You are looking forward to hearing from you soon. Small statement explaining how you will add value to the company. Let them know you are available at all times at a phone number or email. Thank them again for their time and consideration.

Sincerely,

Leave room to sign document

First M. Last

Enclosure (again if you have anything else with this, such as if they asked for an additional document during your interview)