April 11, 2016

Mr. John Marple

Manager

Old Harbor Inn

Dear Mr. Marple:

Thank you for talking the time to meet with me and for giving me the opportunity to spend time with you and your staff. I have learned a lot of great things about Old Harbor Inn and the many services that you provide for your guests. I felt welcomed by the staff and each of your employees are very friendly, and helpful as well. As we discussed, I have the proper educational requirements as well as the on-the-job training needed to succeed in this position.

I feel I would be a tremendous asset to your company and would bring many new ideas to the table. I look forward to hearing from you.

Sincerely,

Student Name

269.765.4321

[studentemail@email.com](mailto:studentemail@email.com)

\*\*\*Do not write any of the information below – it is simply instructions for you to follow\*\*\*

**Thank you letter example**

* You must have a date in the top right corner.
* Make sure to be appreciative and thankful in the letter.
* Also include contact information.
* Be sure you have spell checked, especially the name of the person and place you are writing to and about.
* Reference specific items discussed during the interview or specific people that you met.
* The letter does not have to be extremely long, but it must be professional in tone.