



Thank you Letter SAMPLE:

7654 Tallulah Parkway
Jacksonville, FL 32224

May 4, 2018

Ms. Kelly Storm
Executive Director
Crosshaven Foundation
889 Gladys Drive
Jacksonville, FL 32224

Dear Ms. Storm:

Thank you for the opportunity to speak with you earlier today. Our meeting has solidified my interest in working as a Care Coordinator for Crosshaven Foundation.

I was very impressed with your company and the support you provide to the community. I am confident that my previous experiences in non-profits and administration will allow me to serve your clients effectively. In addition, I value providing quality services that allow clients to form a trusting relationship with the company.

Again, I appreciate your time and consideration. Should you have further questions, please feel free to contact me. I look forward to hearing from you soon.

Warm Regards,

Janice Parker

- § Send an email thank you letter within 24 hours of meeting with a professional.
 - f* The format will exclude the contact information provided before the salutation.
- § You may also follow the email with a letter sent in the postal mail, written in the business format provided here.

Letter of Decline for Job 0

