

## Thank You Letter Format

Joe Somebody  
123 Main Street  
Anywhere, IL 12345  
(123) 456-7890  
joesomebody@hotmail.com

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Today's Date

Name of Person, Title  
Company/Organization  
Mailing Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

**Introductory Paragraph** - Express your sincere appreciation. Thank them for the time and attention given to you during the interview for the position (*name the position*). Be courteous. Give a compliment.

**Body Paragraph** - Emphasize specific knowledge, skills and experience. Reemphasize your strongest qualifications. Draw attention to the good match between your qualifications and the job requirements.

**Closing Paragraph** - Express interest in the job. If you want the job, find a way to say so. Use the opportunity to provide or offer supplemental information not stressed before. Invite them to contact you and restate your phone number. Close on a positive note.

**Closing Statement** - Restate your appreciation.

Sincerely,

*Signature (in ink)*

Your Name