

Sample Thank You Letter

13 Main Street
Springfield, ME 04007
June 2, 2003

Mr. Joe Smith
Saco Defence
122 Main Street
Saco, ME 04072

Dear Mr. Smith:

Thank you for the opportunity to speak with you last Monday about the exciting possibility of an internship position in the Drafting Department at Saco Defence.

After our conversation, I was extremely interested in this apprenticeship and would be proud to work for such a reputable company. I feel confident that my work experience and coursework in drafting would be beneficial to the company.

I am available to provide any other information you may need and am looking forward to hearing from you. Once again, thank you for your time, attention, and interest in me as a potential intern.

Sincerely,

Waylon Smithers