

THANK YOU LETTER – SAMPLE 2

August 1, 2008

Ms. Jane Smith, Controller
Lawler and Smith CPAs
12345 Parkway Drive
Flint, MI 48503

Dear Ms. Smith:

I appreciate the opportunity to meet with you yesterday. The information you shared with me about Lawler and Smith CPAs was very helpful. I am excited about the possibility of applying my education and experience to the Accounting position.

If I can provide any additional information, please let me know. I look forward to hearing from you soon.

Sincerely,

Joe Graduate
1401 East Court Street
Flint, MI 48503
(810) 232-3285