

**Thank - You Letter
Post Job Interview**

Stephanie Potter
2962 Forrest Drive
Denver, Colorado 82171

January 15, 20XX

Thomas F. Harris
Director, Personnel Department
Coastal Products Incorporated
7229 Lakewood Drive
Denver, Colorado 82170

Dear Mr. Harris:

Thank you again for the opportunity to interview for the marketing position. I appreciated your hospitality and enjoyed meeting you and members of your staff.

The interview convinced me of how compatible my background, interests, and skills are with the goals of Coastal Products Incorporated. My prior marketing experience with the Department of Commerce has prepared me to take a major role in developing both domestic and international market shares for Coastal Products Incorporated in the rapidly expanding Pacific Rim market.

For more information on the new product promotion program I mentioned, call David Garrett at the Department of Commerce. His number is (202) 725-0132. I talked to Dave this morning and mentioned your interest in this program.

I look forward to meeting you and your staff again.

Sincerely,

Stephanie Potter