

THANK YOU FOLLOWING A COMPANY SITE VISIT

Your Name

Your Street Address

Golden, CO 80401

Your Phone Number

Your Email Address

(blank space)

Today's Date

(blank space)

Mr. Samuel Jones

XYZ Company

1234 Blank Street

Oklahoma City, OK 98765

(2 blank spaces)

Dear Mr. Jones:

Thank you so much for your hospitality during my recent visit to Oklahoma City. I enjoyed my stay very much and appreciated the opportunity to see your plant. I hope you will express my thanks to Bob Smith and Nancy Williams for the time they spent with me, and the insights they gave me.

I was particularly interested in the _____ Department. I think my background in _____ would help me fit into that work very well. I was glad to hear that you expect that area of your business to grow substantially in the next few years.

I have enclosed an itemized list and the receipts for my expenses during my time in Oklahoma City. The City Motel was a very nice place to be located.

Again, thank you for your kindness during my visit. I will look forward to hearing from you regarding my possible employment with XYZ Company.

Sincerely,

(Handwritten Signature)

Typed Name