

Sample Thank You Letter

Sally Thanks

1234 Some St. ~ City, CA 90001 ~ (123) 345-0987 ~ (123) 564-2093 ~ functional@college.edu

January 11, 2008

Mr. John Doe
Clinical Supervisor
Therapy Agency
1234 Drive
Los Angeles, CA 90000

Dear Mr. Doe:

I would like to thank you for taking the time to meet with me yesterday. I enjoyed learning more about Therapy Agency and the mission and dedication to your clients. I was particularly impressed by the improvement rates of the programs' participants.

The position of Clinical Coordinator is of great interest to me. I am excited about the opportunity to manage a team of motivated staff and interact with the clients you serve. My experience will assist me in supporting the population your agency serves as well as understanding the specific needs of the staff I would manage. I am confident that my qualifications make me an excellent fit for your agency.

If you have additional questions, please feel free to contact me at (123) 345-0987 or functional@college.edu. I look forward to hearing from you.

Sincerely,

Sally Thanks