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## *Thank You Letter*

Your Name  
Your Address  
St. Cloud, MN 56301

December 17, 20XX

Thomas Harris  
Director, Personnel Department  
Gaslight  
7229 Lakewood Drive  
St. Cloud, MN 56301

Dear Mr. Harris,

Thank you again for the opportunity to interview for the Online Marketing position at Gaslight. I appreciate your hospitality and enjoyed meeting you and members of your staff.

The interview persuaded me of how well-suited my background, interests and skills are with the goals of Gaslight. My prior marketing experience with St. Cloud State University has prepared me to take a major role in developing both domestic and international marketing strategies. I am confident my work could result in increased market shares for Gaslight in the rapidly expanding market.

For more information on the new product promotion program I mention, call David Garrett at SCSU; his number is 999-888-888. I talked to Dave this morning and mentioned your interest in this program.

I look forward to meeting you and your staff again.

Sincerely

*Signature*

Printed name