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Thank You Letter Post Informational Interview

Miriam Jordan
4563 South Shore Drive
Key Biscayne, FL 33455

May 5, 20XX

Jane Brown
Public Relations Director
Dolphin Cruise Line
873 North American Way
Miami, FL 33132

Dear Ms. Brown:

I am grateful for the opportunity to meet with you today. As Mr. Barnes had indicated, you are certainly one of the best informed persons in the Miami area when it comes to questions about the cruise industry. Your knowledge as well as analysis of future trends is right on the mark, yet I had not looked at it that way before.

My discussion with you helped me focus on the direction I want to pursue. I really believe I would be happier working in a cruise line's corporate offices rather than taking a job on board ship. You mentioned during our discussion that you would be happy to put me in contact with several people in your network if I decided this was the direction I wished to take.

I am writing to ask your assistance in making contact with these people. I will call you in a few days to get these names and addresses from you. I certainly appreciate this additional assistance on your part.

Thank you again for taking time from your busy schedule to meet with me. I look forward to seeing you again in the future-hopefully when I am working for a cruise line!

Sincerely,

Miriam Jordan