

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date]January 26, 2015

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

Thank you for the opportunity to discuss your opening for a [job title]. It was a pleasure meeting you on [click to select date] and learning more about the position and [Company Name]. I was impressed with the projects that [Company Name] is developing and with your plans for the company's growth.

I am enthusiastic about the possibility of working for you at [Company Name]. The position sounds like a perfect match for my skills and experience. Please contact me at [phone number] if you have any questions. I look forward to hearing from you soon.

Sincerely,

[Your Name]