

# Sample Interview Thank You Letter

**M.B. A. STAR**  
11000 Parliament Drive  
Los Angeles, CA 90065  
(310) XXX-XXXX

Date

Dr. William Smith  
Vice President, Sales & Marketing  
Motor Vehicle Manufacturing Association  
3000 Flower St.  
Los Angeles, CA 90017

Dear Dr. Smith:

Thank you very much for considering me for the position with MVMA. I enjoyed talking to you and members of your staff. I appreciate the information you shared with me about the industry and the position. From our discussion and my resume, I hope you will agree that I am very qualified for this position and with my business development experience combined with my strong relationship building skills would immediately contribute to the efforts of your team. If you have any questions or concerns, please feel free to contact me at 310-xxx-xxxx.

Thank you once again, and I hope to hear from you soon.

Best regards,

Name