

Interview Follow-Up Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I wanted to take a moment to thank you for the opportunity to interview for the [Position Title] at [Agency Name] on [Interview Date]. It was a pleasure to meet with you and learn more about the impactful work your team is doing in the community.

I am very enthusiastic about the possibility of joining your team and contributing to [specific project or aspect discussed during the interview]. I believe my skills in [mention relevant skills or experience] would be a great fit for the position.

Thank you once again for the opportunity. Please feel free to reach out if you need any more information from my side. I look forward to the possibility of working together.

Sincerely,
[Your Name]