

Letter of Gratitude

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Hiring Manager's Name],

I hope this message finds you well. I want to extend my heartfelt gratitude for considering my application for the [Job Title] position at [Company Name]. I appreciate the opportunity to meet with you and discuss my qualifications and passion for the role.

Thank you once again for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name]