

# **MAIL to SELF**

Dear Mr. Jacob,

I would like to thank you for taking the time to speak and interact with me on Monday with regard to an internship opportunity with your firm. I truly appreciate the patience with which you explained the processes of your organization and the upcoming projects. It was indeed a great learning experience for me.

Also, as suggested by you, I will read XXX books to further enhance my understanding on corporate law. Thank you so much for the suggestion. Thank you also for introducing me to Mr Ryan. I thoroughly enjoyed speaking to him as well and got an in depth understanding of the role and the expectations. After meeting both of you I am thoroughly convinced that my skills match the requirement of the role in your firm.

I am very enthusiastic about an opportunity to work in your prestigious firm. It will be indeed a great learning experience for me. If you require any further detail, please do not hesitate to contact me on phone or email. Looking forward to hearing from you.

Warm Regards,

Henry Stuart

(your phone number)