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Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the Company/ Organization

Address of Company/ Organization

Subject: Thank You Letter for Informational Interview

Dear ABC,

Thank you for meeting with me earlier today. Our conversation proved to be very informative for me and gave me clarity on all issues that I was doubtful about. Thank you for taking out time to clarify all my doubts. I am glad you gave me insights into what it is like to be an employee at the company (Write the name of the company).

I really loved hearing about (Mention any specific thing that you liked). The information given by you helped me make up my mind. I am pleased to inform you that I will like to go forward with the offer for the post of Accounts Executive (Mention the post offered). I am looking forward to working with the company and getting in touch with you some time again soon.

Sincerely,

(Signature)

Sender's Full Name