

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the School

Address of School

Subject: Thank You Letter for Informational Interview

Dear ABC,

It was a pleasure to meet with you today. I am writing this letter to thank you for providing me with all the necessary information regarding the vacancy of a teacher at the school (Name of the school). Thank you for taking out time from your busy schedule for giving me all the information. The informational interview with you today helped me made up my mind about going forward with my application.

I am going to email my updated resume to the Email ID given by you. I want to thank you once again for helping me and clarifying all my doubts.

Sincerely,

(Signature)

Sender's Full Name