

# Sample Thank You Letter #1

January 1, 2007

Mr. Bill Smith  
Vice President  
Company Name  
5792 Beach Blvd., Suite 400  
Huntington Beach, CA 92648

Dear Mr. Smith,

Thanks for getting back to me with a timeline as to when things will fall into place on your end.

As I am further studying the job description for the position, I have grown more confident I can optimize ABC's accounts with strong relationships between Inside Sales and the clients. I'm ready to hit the ground running by building effective working relations with Jill, Craig and the rest of the ABC's team.

As I mentioned in our interview, I have valuable \_\_\_\_\_ experience, specifically in the \_\_\_\_\_ sector. I believe I can make a significant contribution as an \_\_\_\_\_ team member, and I am extremely excited to build and maintain your client base.

As an Account Manager with OPR I have been providing end-to-end service for costumers, campaigns and sales reps. I have a complete understanding of industry problems which arise for both clients and sales reps, and have experience managing expectations on both sides. I feel it is extremely important to maintain close communications and relationships between all parties, and I possess the skills to do so.

I thank you again for considering me for this position with ABC. I look forward to the possibility of working with you and will call you by end of workday Friday if I don't hear from you first.

Sincerely,

Jon Doe  
714.847.7890