

NOTE: FORMAT CAN BE ADAPTED FOR EMAIL.

October 2, 20XX

Mr. Thomas Williams, President
Main Street Bank
1111 Washington Street
South Amboy, New Jersey 08879

Dear Mr. Williams,

Thank you for the opportunity to interview with you yesterday. The information you shared with me about Main Street Bank is helpful in understanding the impact of loan officers in your overall mission. I am excited about the possibility of applying my education and experience to this position with your bank. The expansion and public lending plans are especially interesting, and I look forward to helping the Main Street Bank enter this new market.

If I can provide you with any additional information, please let me know. I look forward to hearing from you soon.

Sincerely,

Charles Henderson
2222 East Harbor Ave.
Madison Park, New Jersey 08859
609-999-9999