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## ***Sample Follow-Up Letter After An Interview***

August 11, 200x

Ms. Jane Smith  
Director of Recruitment & Development  
ABC Division  
Example Company  
19 E. 57th Street  
New York, NY 10022

Dear Jane,

We met yesterday for the Director of Business Planning role in the ABC division. I want to tell you that I remain very motivated about this position. I am eager to capitalize on my strong experience with strategic planning, budgeting, forecasting, analyses, expenditures, commercial finance and team development to succeed in this role.

My team management experience and hands-on approach would surely allow me to successfully develop the team of five people.

I hope to have the opportunity to continue our discussions. Please let me know if you require any additional information from me. I can be reached directly via phone (212-555-1212) or email ([johnsample@sample.com](mailto:johnsample@sample.com)). I look forward to speaking with you again soon.

Sincerely,

John Sample