

**\*SAMPLE THANK YOU LETTER\***

August 22, 2014

Ms. Gerri Smith  
We Are Best Company  
54321 South Boulevard  
St. Louis, MO 63000

Dear Ms. Smith,

Thank you for meeting with me today to discuss the Marketing Internship with We Are Best Company. After discussing this opportunity and the goals you described, I am even more confident that I have the creativity and leadership ability to excel in this internship.

The growth plans you shared with me are very interesting and exciting. Being an intern with We Are Best would give me exposure to launching a new marketing campaign from the concept stage to roll out. This is exactly the type of experience I had hoped for when I began researching internship opportunities.

Please let me know if I can provide any additional information. Thanks again for considering me. I look forward to hearing from you soon.

Sincerely,

*Thomas G. Triton*

Thomas G. Triton

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