

January 15, 200__

123 Apian Way
Long Branch, New Jersey 07764

Ms. Margaret Ross
Vice President of Human Resources
Acme Flag and Banner Corporation
120 Fifth Avenue
New York, New York, 10012

Dear Ms. Ross:

Thank you so much for taking the time to interview me last Monday. I truly enjoyed learning about the opportunities at Acme Flag and Banner Corporation and discussing my potential contributions to the firm should I be offered the position of marketing representative.

I found our discussion about the firm's new venture into e-commerce to be especially interesting. Your organization certainly seems to be very progressive in its business plan.

I look forward to hearing from you again soon with regard to this opportunity. Please feel free to contact me at 732-555-2378 or via email at AHamilton@email.com.

Thank you again.

Sincerely,

Alex Hamilton