

Your Name  
Company Name  
Street Address  
City, ST ZIP Code  
Date

Recipient Name  
Title  
Organization Name  
Street Address  
City, ST ZIP Code

Dear Recipient Name:

Your readiness to allocate the time of your occupied day on Saturday to have a personal meeting with me is highly valued. I appreciated talking to you about the Discord Fast Food position.

As discussed during our conversation, I have solid experience in the area and am looking forward to supporting your organization and business growth. After talking to you and discovering about McFarm's plans, I am sure that my experience and competence will be a great asset to your company.

Again, I value your trust and thought for this inspiring opening. Don't hesitate to contact me if I can provide you with any further information about my experience or eligibility. I look forward to hearing from you soon.

Sincerely,

Your Name  
Title