

Thank You Letter Example

August 17, 2022

Philip Pinniped
Senior Marine Biologist
Marine Life, Inc.
123 Sea Isle Drive
San Diego, CA 91911

Dear Mr. Pinniped:

Thank you for taking time out of your busy schedule to meet with me for an informational interview last Thursday. Listening to your experiences and insights helped me see I definitely want to pursue a career in marine biology.

I really appreciate your recommendation to participate in internships. I didn't realize how important it is to get hands-on field experience before I graduate high school.

Thank you for the referral to JC Brown at the Ocean Institute—I will definitely follow up. If you have any other suggestions or advice, please contact me at 111-222-3333 or asayson@myisp.com.

Again, I appreciate you taking the time to share your experience and insights about working in marine biology.

Sincerely,

Antwon Sayson

Antwon Sayson
123 ABC Drive
Oak Hill, CA 99999