

# Sample Interview Follow-Up Letter

703 Clark Avenue  
Morgantown, WV 44411

May 23, 20--

Ms. Lori Miller  
Vice President of Customer Service  
Morgantown Mercantile Company  
224 Market Street  
Morgantown, WV 44411

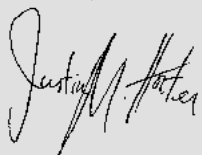
Dear Ms. Miller,

Thank you for the opportunity to interview with you yesterday for the Customer Service Manager position. I was very impressed by your state-of-the-art operation and the speed and ease with which you are able to serve your customers.

I believe my education and work experience would benefit Morgantown Mercantile Company's aggressive expansion plans. As we discussed, implementation of customized complaint tracking applications would be helpful in correlating customer satisfaction data with product line sales.

Please call if you would like additional information or wish to see me again. Again, thank you for your time. I look forward to hearing from you soon.

Sincerely,



Justin M. Horter