

**SAMPLE**  
**Thank You letter after an informational interview**

Anna Garrett  
85 149<sup>th</sup> Street, apt. 3  
Bronx, NY 11111

Ms. Maria Bennett  
General Manager  
XYZ Clothing Store  
123 45<sup>th</sup> Street  
New York, NY 10000

[Enter Date]

Dear Ms. Bennett:

Thank you for taking the time to meet with me last Wednesday. I enjoyed learning about your experiences in the customer service industry, and I truly appreciate the advice you offered.

Your insight regarding \_\_\_\_\_ really helped me to gain a better understanding on \_\_\_\_\_ . I am now even more convinced that customer service is the right career path for me.

Thanks again for your time.

Sincerely,

Anna Garrett