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THANK YOU / FOLLOW-UP LETTER - SAMPLE

4304 Rolling Meadows Lane
St. Louis, MO 63131

September 1, 2002

Ms. Kathleen Johnson
Program Coordinator
BJC Hospice
3040 Clayton
St. Louis, MO 63101

Dear Ms. Johnson:

Thank you for taking the time to meet with me last Thursday, March 22 to discuss the volunteer coordinator position at BJC Hospice. Please extend my gratitude to your entire staff who were not only very informative but also made me feel relaxed and at home during the interview.

After meeting with you and touring your center, I was struck by the commitment and caring exhibited by your staff to your patients. I am now even more convinced that my education, experience, and skills are well suited for the volunteer coordinator position. While the hospice environment can be emotionally taxing, I would welcome the opportunity to become an integral part of your staff and working with the volunteers, the heart and soul of the center.

I look forward to hearing from you regarding your hiring decision. Should you have any additional questions regarding my qualifications or require any additional information, feel free to contact me at (314) 421-6710. Once again, thank you for your time and consideration.

Sincerely,

Matthew Snyder