

123 My Home Drive  
Anywhere, TX 54321  
April 14, 2003

Ms. Sue Jones  
Owner  
Start Up, Co.  
123 Mail Street  
Anywhere, TX 12345

Dear Ms. Jones:

I appreciate your consideration for the Research Associate position. While I am disappointed in not being selected, I learned a great deal about your company, and I enjoyed meeting with you and your staff. I felt particularly good about the professional manner in which you conducted the interview.

Please keep me in mind for future consideration. I have a strong interest in your company. I believe we would work well together. I will be closely following the progress of your organization over the coming months. Perhaps we will be in touch with each other at some later date.

Best wishes.

Sincerely,

*Willing Applicant*

Willing Applicant