**SAMPLE THANK YOU LETTER**

Hi Ms. Bernard,

I just wanted to thank you for inviting me to your office today. It was great to hear about 4Apps’ goals for streamlining your software and placing an emphasis on quality UX design, and how you see the engineering department playing a role in these initiatives. 4Apps seems like a wonderful place to work—and not just because you mentioned some great summer outings! I really admire the mission that drives your business and look forward to the opportunity to work with your team to implement some of the ideas I mentioned around redesigning the homepage.

Please let me know if there’s anything else you need from me to move the process forward.

Have a great rest of your week,

Kyle Triston