7 Apple Court Eugene, OR 97401 503-555-0303   
Ms. Gwen Nesson Director of Programming Xerox, Inc.

Stamford, CT 06902

Dear Ms. Neeson:  
Thank you for letting me know you had decided to hire someone else for the programming position I interviewed for. I was disappointed that I did not get the position, but I very much appreciate the time and concern you and your staff took to talk with me and show me around your headquarters.

I hope you’ll keep my materials on file and consider me for future vacancies. I know yours is a growing company, so I’m convinced a position will turn up before long for which I am a perfect fit. If any other departments or regional offices have openings, I would appreciate hearing about them.  
Again, Ms. Neeson, I thank you so much for all the time and thought you put into considering me for this position.

Cordially,

John Oakley