Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name

Company

Address

City, State, Zip Code

Dear [Name of Addressee];

Greetings!

I am very grateful for the opportunity to speak with you over the phone last [past date] regarding the job opportunity in your company. Our conversation seems promising, and it has been a pleasure to discuss the possibility of my employment with you. I specifically enjoyed discussing the future responsibilities I have to take over if i do get hired. However, during our conversation, I found that I am confident that my skills and experiences will contribute positively to the team.

I am looking forward to the possibility of joining you on this business endeavor. I would greatly appreciate receiving a follow-up as you move forward with your company’s hiring process. Should you need any more information regarding my application, please feel free to communicate with me via phone or email so that we may discuss matters further.

Once more, thank you for the opportunity. I hope to hear from you soon.

Sincerely,

[Your Name and Signature]