From: Your name

To: Interviewer's name

Subject: Meeting for the Job Title position today

Dear Mrs French

It was a great pleasure to meet with you again today. I appreciate the time and consideration you have given my application and I hope you found this second meeting as informative and insightful as I did.

I am convinced that this job is an excellent match for my abilities and strengths. My experience with XYZ Company has provided me with the skills to successfully meet the demands of this job quickly and efficiently.

My positive impression of your company has been enhanced by my visit today and I would welcome the opportunity to become part of such a professional team.

I look forward to hearing from you soon.

Regards

Your Name  
Contact number and email address