**Sample Thank You Note**

**-your street address-  *-city, state zip code-*-date-**

Jane Smith.   
Blank, Blank, & Blank   
***-street address-   
-city, state zip code-***

Dear Ms. Smith:

Thank you for taking the time to meet with me this past Tuesday. After speaking with you and learning more about the structure of Blank, Blank's summer program, I am even more enthusiastic about the possibility of working at Blank, Blank next summer. I particularly enjoyed hearing about your work in representing several Latin American companies in trade-related matters.

If I can provide you with any additional information, please do not hesitate to contact me. I look forward to hearing from you.

 Sincerely,

(Signature)

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