**Your Name**

1704 Maple Ave. | Sometown, IN 47250 | (555) 555-5555 | [pat@anydomain.com](mailto:pat@anydomain.com)

Date

Hiring Manager’s Name   
341 Company Address  
Palo Alto, California, 94301  
(xxx)xxx-xxxx  
hiring.manager@gmail.com

Dear Hiring Manager,

I’m writing to thank you for interviewing me for the management trainee position at Lowell Companies. I’m excited about this opportunity, and I appreciate your time.

My experience in client services, along with my effective communication skills, time management, and public speaking abilities, make me an exceptional candidate to enter your management trainee program. I believe the program would enhance my skills and position me to be an effective manager in your company.

Again, thank you so much for the interview. Please feel free to contact me if you have any questions or if I can provide any additional information. My cell phone is 555-555-5555, and my email is lanira.applicant@email.com.

Sincerely,

Your Name