Follow-Up Letter

Thank your reader and reinforce your interest after an interaction.

Use this guide to draft your document in a word processor. This PDF is an instructional placeholder, not a completed application document.

1. Identify the purpose and recipient

Use your name and contact details, the date, and the recipient's name and organization. For an email draft, add a clear subject such as "Thank you - [Opportunity] - [Your Name]." Decide whether you are thanking someone after an interview or asking about an application.

2. Refer to the interaction

Thank the reader for their time after an interview or meeting, and mention the opportunity and date. If following up on an application, state when you applied and the role or program name. Follow any timing instructions the organization provided.

3. Make the message personal

Mention a specific topic from the conversation or a detail about the opportunity. Explain briefly how one of your experiences or strengths connects to it. If there was no conversation, focus on why the opportunity interests you.

4. End with a courteous next step

Restate your interest and offer any additional information. Ask politely about next steps or the expected timeline when appropriate. Thank the reader again and sign with your full name. Keep the letter brief and professional.

Start your draft

"Dear [Recipient Name]:
Thank you for speaking with me on [date] about [opportunity]. I enjoyed learning about [specific topic]. My experience with [example] strengthened my interest in contributing to [organization]. Please let me know if I can provide any additional information.
Sincerely,
[Your Name]"

Before you upload

Adapt the sample to your actual interaction. Check names, dates, and tone; remove bracketed prompts and export your finished letter as a PDF. Replace this placeholder PDF in your portfolio with the finished document, keeping the same filename so the link continues to work.