**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.