**[Your Name]**

**[Address]**

**[Hiring manager’s name]**

**[Hiring manager’s company name]**

**[Company address]**

**[Today’s Date]**

**[Name of Recipient]**

**Dear Mr/Mrs/Miss/Ms[Hiring manager’s name]**

**It was great meeting you today. I really appreciate being given the opportunity to come in and learn more about [Company Name] and am confident I could bring my own expertise to help the team achieve further success.**

**In particular, the [specific job requirement] element of the role is one I feel I can add particular value to, owing to my extensive experience in [area related to job requirement], something I demonstrated when I [achieved quantifiable or notable success]**

**Thanks again for your consideration, and I look forward to hearing from you soon to discuss the role further.**

**Best wishes,**

**[Your name]**