Your street address
Your city, state zip code

February 4, 2022

Ms. Emily Donegan

Human Resources Business Partner

Koch Industries

1919 S. Broadway

Green Bay, WI 54304

Dear Ms. Donegan:

Thank you for meeting with me this morning to practice my interview skills. I enjoyed our conversation, and I am glad I had this opportunity to practice (or I learned many things from the chance to interview with you or I appreciate that you were willing to share your knowledge. Make it unique so your letter stands out.)

Give one or two specific things you learned from the day in this paragraph.

Again, thank you for taking the time to give me this exciting opportunity. I look forward to using my interviewing skills soon when I interview for jobs. Thank you for your time, and once again, thank you for the interview.

Sincerely,

Your name