

Thank You Letter Sample

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October 28, 2011¶

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Mr. Robert Grimes¶

Auto-Zone¶

1111 First Street¶

Santa Clarita, CA 91350¶

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Dear Mr. Grimes, ¶

Thank you so much for taking the time to interview me today for the customer service representative position. ¶

I enjoyed meeting you and the staff. I am more convinced than ever that I will fit in well as a member of the team and contribute my skills and talents for the benefit of Auto-Zone. ¶

I can make myself available for any further discussions of my qualifications that may be needed. ¶

Again, Mr. Grimes, I very much appreciate you and your staff taking so much time to talk with me about this exciting opportunity. I look forward to hearing from you. ¶

Sincerely, ¶

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Taylor Smith¶

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21508 CENTRE POINTE PARKWAY¶

SANTA CLARITA, CA 91350¶

661-253-4400¶

TSMITH@YAHOO.COM¶