



Your Name

1234 Planner Way
Dallas, TX 12345
123-123-1234
name@gmail.com

Date

Jane Doe
Director of Human Resources
Dallas Regional Planning
Dallas, TX 99999

Dear Ms. Doe:

I sincerely enjoyed meeting with you yesterday and learning more about the Planning Associate position at Dallas Regional Planning (DRP). Our conversation confirmed my interest in becoming part of the DRP staff. I was particularly excited by the possibility of working as part of a strategic planning team in the community development department and feel confident that my academic and professional experiences, especially those within the city of Trenton during my internship, would enable me to fill your needs effectively.

Please contact me if I can provide you with any further information. As we discussed, I look forward to hearing from you by the beginning of May. Thank you again for the courtesy that you extended to me.

Sincerely,

Your Name

SAMPLE