

GENERAL PLACEMENT SERVICE

Executive Insurance Recruiters

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Sample Thank You Letter

Dear Ms. Smith:

I'd like to thank you for taking the time to talk with me Monday about the Underwriting Manager position you have open at HIJ Insurance Company.

Your energetic presentation was enough to brighten anyone's Monday morning. Our discussion of the current trends in coastal insurance was intriguing and I appreciate your analysis. It is a changing industry and I am anxious to work with your company on staying ahead of the curve. I am comfortable in understanding your expectations in this role and feel it will both utilize and challenge my expertise.

Ms. Smith, thanks again for talking with me Monday. Should you want to talk with me further, I would be more than happy to oblige. I look forward to the possibility of working with you.

Cordially,

John Doe