

# FOLLOW-UP LETTER SAMPLE

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5555 Westview Road  
Lexington, Kentucky 55555

August 1, 2024

Mr. James Ross  
Human Resources Manager  
555 West Center Road  
Louisville, Kentucky 55555

Dear Mr. Ross:

Thank you very much for allowing me to interview with you for the Public Relations position on July 31, 2024. I enjoyed meeting you and your staff.

I wanted to follow-up with you to see where you are in the hiring process and want you to know that I am still very interested in the Public Relations position.

Please feel free to contact me at 555-555-5555 or [anycareercenter@any.edu](mailto:anycareercenter@any.edu) if I can provide you with any additional information to make the hiring decision easier.

Again, thank you very much for the interview and your consideration. I look forward to your response.

Sincerely,

*Jacob Sample*

Jacob Sample