



Sample Email Thank You Letter

By: Max W. Mitchell, President & CEO
Stern & Associates, Inc.

Subject line of Email Message:

Thank You - Director of Health Information Management Interview

Email Message:

Dear Mr./Ms. Last Name:

It was very enjoyable speaking with you this morning about your Director of Health Information Management position with XXXX Medical Center. I believe I would be a perfect candidate offering the quick learning and adaptability that is needed for such a diversified position.

In addition to my enthusiasm for performing well, I will bring the Coding and Compliance knowledge and skills necessary to get the job done.

I am very interested in working with you and look forward to hearing from you once the final decisions are made regarding this position. Please feel free to contact me any time if further information is needed. My cell phone number is (XXX) XXX-XXXX.

Thank you again for your time and consideration.

Sincerely,

Your Name
Email Address
Address
Phone Number

REMEMBER: Double check spelling, grammar and typos!!!