

Emerik Stockl

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John Doe

Assistant Vice President

123 ABC Street

San Diego, CA 92092

Dear Mister John Doe,

We had a chance to meet and speak for the first time at the recent breakfast meeting that occurred a number of weeks ago. I want to sincerely thank you for taking the time to learn more about me and my prospective career. We spoke about an internship opportunity that will be opening up for the second half of next year. I would appreciate it greatly if you could take a look at my resumé as I believe that my skills and experience will aptly aid your team in their goal this year.

Please feel free to contact me regarding any questions you may have as well as my availability as the time comes closer. Once again, thank you for your time and I look forward to hearing from you soon.

Sincerely,

Emerik Stockl