*1324 Walnut St, Morenci, MI 49256*

*Monicas1234@gmail.com*

*+1 123 456 1234*

DEAR MR. JOHNSON

Thank you for the interview today. I appreciate your consideration of my qualifications and application. The position for part-time Service Porter in your dealership sounds exciting to me. I will check with you next Monday to see if you have made a decision regarding this job opportunity. If I can answer any questions, please call me at (123)456-1234.

Thank you again for your interest.

YOURS SINCERELY,

MONICA SPENCER

15 May, 2020

Monica Spencer

Chris Johnson, Service Manager

Ressler Automotive

1234 S. Westwood St.

Ann Arbor, MI 49239