January 24, 2015

Endrew Smith  
336 West Broadway  
Cleveland, Ohio 67890

Mr. Lion Wood  
Manager  
Wood’s Lumber Ltd  
300 Main Boulevard  
Jonestown, Ohio 12345

Dear Mr. Wood:

It was a pleasure speaking with you on Wednesday, January 23rd. Thank you for taking the time from your busy schedule to answer my questions. Your answers were helpful and very informative, in furthering my understanding of what is involved in this type of work.

I appreciate the interest you have shown in helping me with my career search.

Sincerely yours,

[Signature Handwritten]      ←    Signature Handwritten

Endrew Smith     ←   Signature Typed