

Apartment 34
2440 Observatory Boulevard
Los Angeles, CA 90063
July 2, 20—

Ms. Stephanie Nolan
Manager, Auditing Staff
Nolan Henry O'Leary Public Accountants
1410 Granada Avenue, 7th Floor
San Francisco, CA 94115

Dear Ms. Nolan:

Thank you for the opportunity to interview for the position of Staff Auditor I with you and your team. Your invitation to join the first hour of the weekly staff meeting made me feel especially welcome—and sent me to the library to brush up on the finer points of the state's tax credit program for employers who train welfare recipients!

I would enjoy being part of your team and look forward to your hiring decision. Please call me anytime this week at 213-555-0128.

Sincerely,

Russell Thistlethwaite

Russell Thistlethwaite

Thank-You Letter