

**NONPROFIT CORRESPONDENCE**  
***Sample Interview Thank-You Letter***

2720 Euclid Drive  
Philadelphia, PA 19110  
April 15, \_\_\_\_\_

James Weston, Assistant Director  
American Association of Community Service Organizations  
7210 Connecticut Avenue, Suite 223  
Washington, DC 20036

Dear Mr. Weston:

I want to thank you again for the opportunity to interview for the Community Research Analyst position. You and your staff were most helpful in clarifying many questions about this position and AACSO.

Our meeting further convinced me that this position is ideally suited for my interests, skills, and experience. My prior research and public relations work with community service agencies at the local and state levels has prepared me well for this position. I am committed to giving AACSO my very best effort.

I look forward to meeting with you again to further discuss my candidacy.

Sincerely,

Sarah Taylor

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