

June 15, 20—

Mr. Blair N. Scarborough  
Wyatt Insurance Agency  
2834 International Blvd.  
Fort Worth, TX 76390

Dear Mr. Scarborough:

Thank you for the time you spent with me yesterday, telling me about the computer specialist position with Wyatt. My interview with you reaffirmed my interest in working for Wyatt.

I was very impressed with work done in your Information Processing Department. The hardware and software you use for writing computer code and the people working in that department are very appealing to me.

I believe my particular background and skills blend perfectly with this position. I hope to hear from you by the end of next week for a positive decision on my employment. Thank you again for bringing me in for the interview.

Sincerely,

Pat R. McClean  
894 Cremans Avenue  
Fort Worth, TX 76384