

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Interviewer's Name]
[Department/Office]
[HBCU Name]
[Institution Address]
[City, State, ZIP Code]

Dear [Interviewer's Name],

I hope this message finds you well. I wanted to take a moment to sincerely thank you for the opportunity to interview for the [specific position] on [date of interview]. It was a pleasure to learn more about [HBCU Name] and the exciting initiatives happening within the [specific department].

I am particularly drawn to [specific aspect discussed in the interview, e.g., a program, initiative, or value of the institution], and I believe my background in [your relevant experience or skills] aligns well with the goals of your team. I am enthusiastic about the possibility of contributing to [specific goals or projects mentioned during the interview].

Thank you once again for considering my application. Please do not hesitate to reach out if you need any more information from my side. I look forward to the possibility of working together and contributing to the vibrant community at [HBCU Name].

Warm regards,
[Your Name]