

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[University/Department Name]
[University Name]
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I hope this message finds you well. I wanted to extend my heartfelt thanks for the opportunity to interview for the [specific program name] at [University Name] on [date of interview]. It was a pleasure to meet with you and the faculty members and to learn more about the exciting work happening in the program.

I am particularly drawn to [mention any specific aspect of the program or faculty member's work that interests you], and I believe that my background in [your background/experience] aligns well with the goals of the department. The insights you shared about [specific discussion point] further ignited my enthusiasm for contributing to the [specific program]. Thank you once again for considering my application. I appreciate the time and effort invested in the interview process and look forward to the possibility of joining [University Name] as part of your esteemed program.

Warm regards,
[Your Name]