

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to thank you for our recent discussion regarding the VP of Marketing position. I truly appreciated the opportunity to learn more about [Company Name] and the exciting marketing initiatives you have planned.

I am particularly drawn to [specific project or aspect discussed], and I believe my experience with [relevant experience or skill] would allow me to contribute effectively to your team.

Please let me know if there's any additional information I can provide to assist in your decision-making process. I look forward to the possibility of working together and contributing to the continued success of [Company Name].

Thank you once again for your time and consideration.

Best regards,

[Your Name]