

MAIL to SELF

Dear Mr. Jones,

Thank you for giving me the opportunity to interview with your firm. I truly appreciate the time you spent describing the position and the firm environment.

Your presentation of the opportunity of practicing environmental law has highly motivated me to work with your esteemed firm. As I had mentioned during my interview, my diverse experience in advising corporate clients on environment and other regulatory issues can greatly contribute to building your environmental department.

It was also great to learn that you are an alumni of XXX Law School. It gives me great pride that I have also graduated from the same Law School. It will be indeed a great privilege for me to work and mentored by you.

Once again, I would like to thank you for your valuable time. And I look forward to meeting you again soon.

Yours Truly,

Joe Carter.

(your phone number)