**Sample Follow-up Letter**

**Provided by Career Center**

**Date & Name Here**

**Mr…….**

**Human Resources Manager**

**PR Greats**

**Dear Mr./Mrs.**

**Thank you very much for interviewing me for the public relations position on July 1st,**

**2023. I enjoyed meeting you and your staff.**

**I wanted to follow-up with you to see where you are in the hiring process. I am still very**

**Interested in the public relations position that we discussed.**

**Please feel free to contact me at 000000000 if I can provide you with any additional information to make the hiring decision easier.**

**Again, thank you very much for the interview and your consideration. I look forward to**

**Your response.**

**Sincerely,**

Name Here