Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

Thank you making time in your schedule to conduct a mock interview with me today. Your insight was very helpful and made me aware of some corrections that I need to address immediately.

Thanks to you, I am much more confident about the interviewing process and the skills that I can offer an employer. I will keep you updated on my progress.

Sincerely,

Signature (if hard copy letter)