

**Your Name**  
Address  
City, State Zip  
Home/Cell/Mobile  
emailname@provider.com

Date

Mr. Contact Name  
Contact Title (Director of Sales, VP Human Resources, etc.)  
Company Name  
Company Mail Address

Dear Mr. Contact,

I appreciate the opportunity to meet with you and learn more of ABC's plans to expand their sales force into the Northeast Region. Your company's plan is very aggressive and I would like to a part of that growth in the new market area.

As we discussed, my strengths in sales, organization, and sales management would enable me to meet/exceed whatever sales quotas may be given to the candidate chosen for the position. My past successes in over-achieving reaching quota makes me confident I would do the same with ABC.

I look forward to our continued discussion about this position. Should you have any questions or comments, please call me at any time. Let's try to talk again by week's end. Again, thank you...

Sincerely,