

Your Name  
Address  
Denver, CO Zip code  
Phone Number  
Email

Date

Employer's name  
Title  
Company  
Address  
Denver, CO Zip code

Dear Mr. Smith,

Thank you for interviewing me yesterday for the Forklift Operator position. I enjoyed meeting with you and learning more about your company. As you requested, I am enclosing a copy of my forklift certification.

I am confident that my certifications and experience fit nicely with the job requirements and I am sure that I could make a significant contribution to ABC Forklift over time. I was particularly interested in the position's variety of tasks, which would make the day's work challenging. My enthusiasm for the position and my interest in ABC Forklift was strengthened as a result of our meeting.

Thank you for your time and consideration. If you have any questions, I would be happy to provide additional information. I look forward to hearing from you soon.

Sincerely,

Your Name