

**Thank you letter: Information Meeting  
that could turn into a Job Opportunity**

Steven Kher  
Old Street  
Jbeil  
Keserwan  
Lebanon

(Date)

Ms. Jessica Zoghby  
MULTICORP, INC.  
100 Tower Place  
Beirut

Dear Ms. Zoghby,

Thank you for meeting with me last Thursday morning.

The suggestions you made for improving my resume were very helpful and the information you gave me about the plans to expand the marketing division's operations stimulated some interesting thoughts.

I am delighted that you feel my special knowledge and experience could be of value in developing your new line of flexible fasteners. Nothing would delight me more than an opportunity to become part of Multicorp's management team for such a challenging and exciting program.

Thank you again for your time and personal interest. I will call you on Wednesday to see if you were able to arrange a meeting with Mr. Karam.

Sincerely,

*SIGNATURE*

Steven Kher

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