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July 2, 2005

Thomas Smith  
Internship Coordinator  
ABC Non Profit Organization  
2599 Sample Street  
Albuquerque, NM 87131

Dear Mr. Smith,

I want to express my appreciation to you and your staff for taking time out of your schedules yesterday for the interview and tour of your organization.

I would like to reiterate my interest in the internship. As I mentioned yesterday, I did some initial research on your organization, but after meeting you and your staff, as well as having the opportunity to discuss ABC Non Profit and its internship opportunities in more detail, I am even more interested in the position. The meeting gave me a much clearer sense of your organization, its mission and my potential role as an intern.

I am very excited about the projects discussed, particularly the women's/children's advocacy grant project. This is similar to a project I worked on previously, and I know I can hit the ground running since I am very familiar with the clientele and the agencies involved in the project.

If you are in need of any additional information I can provide, please do not hesitate to contact me at 222-2222 or through email at gns233@unm.edu. I look forward to hearing from you at the end of July.

Thank You,

Gina Sample