



Thank You Letter

[Name of Sender]
[Sender postal box address]
[City], [State], [Zip Code]

[Date]

[Name of Recipient]
[Title or Position]
[Name of Hospital]
[Hospital street address], [City]
[State], [Zip Code]

Dear Mr./Ms./Mrs. [Last name of recipient],

I am writing this letter to thank you for setting aside the time and spending valuable efforts in arranging the interview for the Medical Laboratory Technician position in the Laboratory Department of [Name of Hospital] on [date]. I truly enjoyed the discussion and appreciate the valuable information you have imparted regarding the duties and responsibilities of a Medical Laboratory Technician. Likewise, the tour in the Laboratory Department proved to be an educational one.

Accordingly, I would like to affirm my willingness and desire to accept the position should it be offered to me. Since the interview, I have conducted my research and read several professional articles regarding the professional conduct of Medical Laboratory Technicians and I am eager to effectively apply the things I have learned.

To this end, I look forward to the possibility of working with you and in [Name of Hospital], as well as, hearing from you soon. If you have further insightful questions regarding my background and qualifications, please do contact me at [Provide contact numbers] or email me at [Provide email contact] so that I can address it accordingly.

Thank you once again for the valuable opportunity!