[Name of Recipient]

[Designation of the Recipient]

[Organization Name]

Date:

**Subject: [Write an Appropriate Subject Line]**

Dear Mr. / Mrs. [Name of the Recipient],

I was glad that you discussed with me the position of Sales Executive of the company. Actually, I was excited for quite a long time to serve the organization in some major role.

As you know that I have been associated with the company for about 3 years. I have always played my part in the growth of the organization and often got appreciated for my performance by the executives of the company. I think my experience and skills will meet the requirements of this position. If you want to discuss anything with me, I am always available.

Thanks!

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]