

# Gina Cohen

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George Lee  
123 Business Rd.  
Business City, NY 54321

Dear George,

I would like to take this opportunity to express my gratitude for your referral to Frontier Media. After reaching out to your contact about an informational interview, I was later asked to return for a formal interview. I am thrilled to tell you that I was offered a job.

I have accepted a full-time Account Manager position, and I am very much looking forward to working with Frontier. I can't thank you enough for connecting me with your contacts there. I deeply appreciate you sharing your networking resources with me, and I'm honored that you thought of me as a good fit for such an outstanding company. Your belief in me to succeed is an inspiration, and I will do my absolute best to live up to your confidence.

Please don't hesitate to reach out if, at some point, you think of any way I can return the favor. I am happy to introduce you to any of my past or present colleagues. Of course, if you find yourself in need of a reference letter or recommendation at any point, I am more than happy to contribute in that way, too.

Thanks again, and let's stay in touch. I will be sure to update you about my experience at Frontier, and I look forward to hearing about your own progress, as well.

In gratitude,

Gina Cohen