**[Your name]**

**[Company Name]**

**[Street Address]**

**[City, ST ZIP Code]**

**[Date]**

**[Recipient Name]**

**[Street Address]**

**[City, ST ZIP Code]**

Dear [**Recipient Name**],

That last interview went really well. We had [**number of applicants**] apply for this position, but you're our top choice because [**reasons this was the successful candidate**]. We also think you'd be a great fit with our team because [**reason you think they'd be a great cultural fit**].

Do you have time [**date and time you'd like to meet**] to review the details of this job and talk about an offer?

Sincerely,

[Your name]

**[Title]**