Subject line: Follow Up Email - [Your Name]

Dear Mr./Mrs./Dr [Last Name],

I want to thank you for your time on [insert interview date]. It was a pleasure meeting you and learning more about the [insert job title] position at [insert company name]. Our conversation solidified my sincere interest in this opportunity, and my confidence that my prior skills and experiences are a great fit for your needs.

Please reach out if there is any additional information I can share to help you make your decision at this time.

I look forward to hearing from you.

Warm Regards,

[Name]

[Phone number}

[Email address]