[Date]  
[Applicant Name]  
Dear [Applicant Name],  
That last meeting went truly well. We had [# of applicants] go after this job, yet you're our top decision in light of the fact that [reasons this was the fruitful candidate]. We likewise think you'd be an incredible fit with our group in light of the fact that [reason you think they'd be an extraordinary social fit].  
Do you have time [date and time you'd prefer to meet] to audit the subtleties of this activity and discussion about an offer?  
Sincerely,  
[Sender Name]  
[Sender Designation]