

Sample Thank You Letter

Date:

Ms. Sandy Jones
West Tech Enterprises
14 Industry Way
Garden Trail, OR 98765

Dear Ms. Jones,

Thank you so much for the presentation you made to our class last Thursday. We liked learning about your business and the kind of work you do.

It is interesting to know that your favorite part of the job is working with people.

Thank you for taking time from your busy schedule to talk to our class.

Sincerely,

(signatures of group)