

Thank You Letter Sample

(Type and Print 2 APPROVED copies: SP Advisor and Mail to Job Shadow)

****Must be Proofread by Advisor before Mailing****

DIRECTIONS:

5151 SW St. Johns Road
Gresham, OR 97030
January 1, 2008

Mr. John Oppenheimer
Director of Personnel
The Boeing Company
2248 SE Sandy Boulevard
Portland, OR 97220

Dear Mr. Oppenheimer:

Thank you so much for allowing me to visit and interview with you at Boeing on Tuesday, December 19. You shared valuable information with me regarding _____.

The interview was very informative as I learned _____

Again, thank you for taking the time from your busy schedule to help me learn more about _____. The information you shared with me will be extremely valuable as I complete my project and prepare for my Senior Project presentation.

Sincerely yours,

Suzi Barlow

Center your letter on the page so the bottom margin is about 1/2" larger than the top margin. Side margins may vary from 1/2" to 1 1/2" depending on the length of your letter.

Place 4 blank lines between the Date and the Mailing Address.

Place 1 blank line between the Mailing Address and the Salutation and between the Salutation and the first paragraph.

Single-space the body of the letter with one blank line between paragraphs.

There is no need to indent paragraphs when using this letter style.

All letters should include a minimum of three paragraphs.

Place 1 blank line between the final paragraph and the Complimentary Closing.

Place 3 blank lines between the closing and your typed name to leave room for your handwritten signature between the two.

DO NOT COPY – USE YOUR OWN WORDS OR IT WILL NOT BE ACCEPTED!