

WRITING A THANK YOU BUSINESS LETTER

1) Read the information about writing your thank you letter in the JWWJ.

2) Review these general rules:

GENERAL GUIDELINES FOR WRITING A LETTER IN BLOCK FORMAT:

- use 12 pt. Times New Roman
- single space
- 1 or 1.25" margins
- you'll want to center the letter vertically so that there is about the same amount of white space at the top and bottom
- no indenting -- skip a line between paragraphs to show "new paragraph."
- SPACING: general rule: 3 lines between return address and date; 3 lines between date and addressee; 3 lines between addressee and salutation; 1 line between paragraphs in the body; 4-5 spaces between closing and typed name

3) Use your host employer's information from the Confirmation Call Form that you received on February 10-11.

4) Follow the template below to write your letter.

- create a new file named LETTER.Last name (e.g. LETTER.Childress)
- write the letter
- save it to your computer as LETTER.Last name)
- send LETTER.Last name to juniorworkweek@trinityes.org as an *attached file* (*do not cut and copy it into the email window*)

5. Send the letter to juniorworkweek@trinityes.org no later than 11:59 p.m. on Friday, February 28.

6) On Monday, March 3, you will need to stop by my office during your study hall either to sign your letter and to make revisions.

7) Letters must be ready to be mailed no later than Tuesday, March 4, for you to receive credit for this assignment.

On the next page is an example of BLOCK FORMATING from the letters I sent to your host employers. Note, it is not a thank you note. I just wanted you to see an example of BLOCK FORMATTING.

February 9, 2014

no indention

Mr. Richard Johnson
The Wilton Companies
P. O. Box 6895
Richmond, VA 23230-1952

line of space between sections/paragraphs

Dear Mr. Johnson:

use of colon after the salutation

Thank you for your willingness to have Connor Ashley participate in a week of career exploration with The Wilton Companies during Trinity Episcopal School's Junior Work Week, February 24-28, 2014. Trinity Episcopal understands this is a significant commitment on your part, and we greatly appreciate the opportunity you are giving Connor.

The goals of the program are for students to gain insight into the day-to-day activities of a job within their field of interest, understand how the job fits into the overall operation of the organization, and learn about the education/experience that supports this type of position.

The main requirement of host employers is to expose students to as much as possible during the week. Depending upon the type of job, students may be asked to perform work or may be more of an active observer. You and the student may work together to create an agenda that works well for both of you.

Between February 13-20, students will contact their hosts by phone or e-mail to discuss logistics for the week such as work hours, dress code, lunch protocol, parking, and any details you would like the student to have in advance. Students with athletic commitments at Trinity Episcopal are required to attend all practices and games during the week. These students should provide you with departure times for practice and/or games as appropriate. It would also be helpful if you would provide students with an emergency contact number in case of an unexpected event.

On Thursday or Friday of the actual Junior Work Week, you will receive a brief employer evaluation form via email. I ask that you complete and return this form at your convenience.

If at any time you have questions or concerns, please do not hesitate to contact me. All documents and information pertaining to Junior Work Week are posted on our website at www.trinityes.org/juniorworkweek. Thank you again for your participation in this program.

Regards, closing (can be Best regards, Truly, etc – first letter capitalized)

space where you will sign your name

Chet Childress

On the next page is a template you can follow. Please note the spacing and follow it exactly.

date

Name of Addressee (person to whom you're sending the letter)

Business Name

Address

City, State (*two letter abbreviation – e.g., VA for Virginia*) Zip Code

Dear XXXXX: (*use a colon*)

The first paragraph should communicate gratitude for giving you this opportunity.

The second paragraph should recap at least two specific activities or events that were unique to your experience and how these activities/experiences were beneficial. Avoid being generic and negative.

The third paragraph should extend thanks to any additional people/employees who helped make the work week enjoyable, beneficial, etc. – and how they did so.

(Do you need to write more than one letter? If you spent a significant amount of time with more than one person, then it is best to write multiple letters. If you worked with others - but only briefly - you can address the note to the host and include a statement such as "please express my thanks to the members of your staff as well.")

OR

it can be additional information you want to include in your thank you note (the examples in paragraph two need to be split into two paragraphs because of length or there is additional information you want to include.)

The fourth paragraph can reiterate your gratitude and any other information you would like to convey before closing. This paragraph should bring your letter to a smooth, natural ending.

Closing, (often Sincerely, Truly, Yours Truly, Regards)

leave 4-5 lines of space between closing and your typed name

Your name typed (*you'll sign your name between the closing and the typed name*)