

Sample Thank You Letter to Speakers

(Use School Letterhead)

Your School Address

Your City, State and Zip Code

Date of Letter

Name of Person

Business or Governmental Agency

Business or Governmental Address

City, State and Zip Code

Dear (Mr./Ms. Name of Individual):

Thank you for visiting my classroom on (enter day, date, and time) to assist in the teaching of the unit entitled Philanthropy-The Big Picture. Your presentation helped explain why, and how your company/agency is involved in philanthropy.

The literature that we received in preparation for your visit was instrumental in helping the students understand your company/agency. I have enclosed letters composed by the students to convey their thoughts and about the work of your company/agency.

Again, I thank you for taking time out of your schedule to share "What Philanthropy Means to You."

Sincerely yours,

Your Name

School District

School Name

City and State

