

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Appreciation to an Institution

Dear :

I am writing to express my appreciation to {Institution} for the excellent education I received in the four years that I attended as an undergraduate student. I chose {Institution} partly because of its reputation as an academic institution focused on providing an excellent education through small classes and adequate hands on experience. I cannot express in words how priceless and well spent was my time. I encourage everyone to attend {Institution}.

Once again, thank you for the wonderful education and opportunities.

Sincerely,

N A M E