

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

Name
Address Line
City, State Zip Code

Date

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

Re: Thank You for Meal

Dear :

I truly appreciate the time you took out of your busy schedule to treat me to lunch. I know that you did not have to show such kindness, but I am glad that you did – it made my day!

Thanks so much for the great meal!

Sincerely,

N A M E