

## THANK YOU LETTER GUIDE

When you write your letter, remember to do the following:

- Be neat
- Watch your spelling and grammar
- Begin your letter with a sentence that specifically thanks the employer or company for allowing you to visit the company or business
- State something specific that you learned or enjoyed during the visit
- Have all students write a letter. Read them over and send several of the best letters

### Sample Letter

October 9, 2009

Mr. David Smith  
Personnel Manager  
ACME Accountants  
3877 Henderson Street  
SLC, UT 84044

Dear Mr. Smith

Thank you for allowing our class to visit you yesterday. I realize that this took time away from your regular responsibilities, and I am grateful for all the information that you were able to provide regarding your job at ACME.

Last night, I talked to my family about my experience at ACME. I became more convinced that I want to become an accountant. I am glad you gave us ideas about which classes we should take while in school. I plan to take more math and computer classes next year as you suggested.

Thank you again for giving us this valuable learning experience.

Sincerely

Sam T. Student