

Thank You Letter Template

(School Letterhead Area)

Today's Date

Person's name

Company Name

Company Address or P.O. Box

City, State Zip Code

Dear Mrs. or Mr. ____:

I appreciate the time you spent with me last _____ to talk about my research project. It was very informative. Your company is doing some exciting research in my chosen research area.

If you have any further information you think might be helpful to me, please contact me at the address found on this letterhead. My email address is freitagc@1000islandsschools.org. If you know of anyone who may have information that would be beneficial to me, would you please forward the contact information to me?

Thank you for your time. Any and all help for my project is greatly appreciated.

Sincerely,

(4 Spaces)

Your name