

Sample General Thank You Letter

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear [First Name] or [Mr./Ms. Last Name if you don't know them very well]

Thank you for all the help you have given me with [what they did to help you in a couple of words].

I especially appreciate the [what they did to help you a short couple of sentences]. Your assistance has been invaluable to me during this process.

Again, thank you so much, I greatly appreciate your generosity.

Sincerely,

Your Name