

****Thank You Letter Outline****

1. **Header**

- Your Name
- Your Address
- City, State, Zip Code
- Email Address
- Phone Number
- Date

2. **Recipient's Information**

- Recipient's Name
- Recipient's Position
- Company/Organization Name
- Address
- City, State, Zip Code

3. **Salutation**

- Dear [Recipient's Name],

4. **Opening Statement**

- Express gratitude (e.g., "I would like to thank you for...")

5. **Specific Examples**

- Mention specific actions or gifts (e.g., "Your support in...")

6. **Impact of Their Help**

- Describe how their help made a difference (e.g., "Thanks to your assistance, I...")

7. **Future Connection**

- State intention to stay in touch or collaborate in the future (e.g., "I look forward to...")

8. **Closing Statement**

- Reiterate thanks (e.g., "Once again, thank you for...")

9. **Signature**

- Sincerely,
- [Your Name]