

THANK YOU LETTER EXAMPLE

765 River Front Boulevard
Kent, Ohio 44240
August 24, 20XX

Ms. Bonnie Pitzer
Director
Family and Children First Council
Summit County Children Services
264 South Arlington Street
Akron, Ohio 44306

Dear Ms. Pitzer:

Thank you for the interview we had yesterday. I appreciated the agency tour and the opportunity to meet with the Programming Supervisor, Mr. Spence.

My time at Summit County Children Services reinforced my initial perception that your organization has a philosophy matching my interests and abilities. I remain enthusiastic about beginning my social services and child welfare career in the Family and Children First Council.

Again, thank you for your time. Please let me know if any additional information is needed. I look forward to hearing from you soon.

Sincerely,

Anne M. Wilson