NONPROFIT CORRESPONDENCE

Sample Thank-You Letter for an Informational Interview

2720 Euclid Drive

Philadelphia, PA 19110

April 15, \_\_\_\_

James Weston, Assistant Director

American Association of Community Service Organizations

7210 Connecticut Avenue, Suite 223

Washington, DC 20036

Dear Mr. Weston:

Our meeting yesterday was truly informative and extremely useful in helping me clarify various concerns regarding careers with community service organizations. Your experience and knowledge of this field is most impressive.

I want to thank you again for taking the time from your busy schedule to meet with me. Your suggestions for strengthening my resume were very helpful. I am now revising the resume in light of your thoughtful advice. I will send you a copy of the revised resume next week.

Following your advice, I will contact Marilyn Plante tomorrow to see if she might have or know of any opportunities for someone with my interests and qualifications. I will give her your regards.

I hope to have a chance to meet with you again sometime.

Sincerely,

Sarah Taylor