**Sample Professional Thank You Letter**

Dear Professor Green,

Thank you for sharing your expertise at the Smithville Research Council’s annual conference for undergraduate scientific research. Your presentations about crafting a research proposal and finding a professor sponsor were welcome additions to the conference, and I feel they will be exceedingly helpful to those participants who are completely new to research.

We appreciate your thoughtfulness in crafting the presentation and thoroughness in delivering helpful advice. We also appreciate your approachability and willingness to speak with students before and after your talks. We have heard a lot of great feedback from undergraduates who now feel much more prepared to embark on research projects of their own.

Thank you again for helping to create the next generation of research scholars here at Smithville. We hope to work with you in the future!

Warm regards,

Sally Huang

Communications Chair

Smithville Research Council