

## Professional Business Thank You Letter Writing

On Friday you had the opportunity to visit iDEAL Technology Corporation or L&L Products. Both of these companies opened their doors to show you what manufacturing is, the various professions that coordinate and work together and possible future career opportunities. You were exposed to new ideas, new experiences, and got to see first-hand how the classes you take here at RETC relate to the workforce. To show the companies your appreciation for their time and effort they put forth you will write a professional business thank you letter. If you did not attend the field trip please consider someone else on a professional level who you could write a letter to.

Dawn M. Krystek  
iDEAL Technology Corporation  
50515 Corporate Dr.  
Shelby Charter Township, MI 48315

Heather Trombetta  
L&L Products  
160 McLean  
Romeo, MI 48065

*(Address Heather as Ms. Trombetta in the letter since we don't know if she is married or not.)*

The structure of the business thank you letter is as follows:

### Step 1:

The first part of the thank you letter states your purpose. This of course is the expression of gratitude.

### Step 2:

The second part of the thank you letter gives the details or background information for the first part. For example, if you are thanking the guest speaker, you will go into a little more detail about what the person had to say.

### Step 3:

The last part of the thank you letter acts as a summary of the general nature of the letter. It may be a thank you or it may restate what has been said in the first part of the letter. For example: "Thank you once again for taking the time to meet with my classmates and myself."

### Points to remember when you write a business thank you letter:

- Use a pleasant tone
- Pay attention to your capitalization, grammar and spelling.
- Make sure the business thank you letter is sincere
- Personalize the letter so that it doesn't sound like a "cookie cutter"

Sign your name in blue pen

**Example:**

John Smith  
Romeo Engineering and Technology Center  
62300 Jewell Road  
Washington, MI 48094

*This is your name and  
address, you can use RETC's.*

October 5, 2015

Dawn M. Krystek  
iDEAL Technology Corporation  
50515 Corporate Dr.  
Shelby Charter Township, MI 48315

*This is the address of the  
person you are thanking.*

Dear Mrs. Krystek:

On behalf of the management at Johnson's Technical, I would like to thank you for taking time out of your very busy schedule to meet with me. The meeting was a pleasant and professional experience.

Johnson's Technical very much appreciates your invitation for a face to face meeting and the experience was a very positive one. We learned a great deal about your company and the important projects that are currently under way with regards to your research and development. I sincerely hope that you enjoyed our presentation.

Based on what I learned about your company, I feel that our products compliment each other in the research and development departments. As you know, Johnson's Technical is very much committed to providing top quality research products to specialized firms such as Allan Inc. Our service has been recognized by industry experts as being one of the most dependable and professional in the market.

I hope that both of our companies can benefit from a mutual and rewarding relationship.

I would like to once again thank you and your staff for a superb meeting.

Sincerely,



*This is your name and your title which would  
be " RETC Student "*

John Smith  
RETC Student

*Taken from [www.business-plans-guide.com/business-thank-you-letter.html](http://www.business-plans-guide.com/business-thank-you-letter.html)*

**DIRECTIONS**

**Type the letter in class and print off a rough draft. Have someone in class proofread your letter, and have them put their name on the bottom of the letter. Fix any mistakes that person found, reprint a new letter, and turn both your draft and final copies in to me.**

**DO NOT STAPLE THEM**