Sample Thank You Letter to Speakers

(Use School Letterhead)

Your School Address
Your City, State and Zip Code
Date of Letter

Name of Person
Business or Governmental Agency
Business or Governmental Address
City, State and Zip Code

Dear (Mr./Ms. Name of Individual):

Thank you for visiting my classroom on (enter day, date, and time) to assist in the teaching of the unit entitled Philanthropy-The Big Picture. Your presentation helped explain why, and how your company/agency is involved in philanthropy.

The literature that we received in preparation for your visit was instrumental in helping the students understand your company/agency. I have enclosed letters composed by the students to convey their thoughts and about the work of your company/agency.

Again, I thank you for taking time out of your schedule to share "What Philanthropy Means to You."

Sincerely yours,

Your Name
School District
School Name
City and State