*Note to students:* *This thank you note should be a personal thank you note written by students and sent to the business partner within a day or two of the engagement. The note can be emailed or can be handwritten and mailed. In both cases, students should check spelling and grammar and have their teacher review. For mailed thank you notes, teachers should assist students with properly addressing the envelope.*

Dear name of business partner,

*2 sentences to share the purpose of writing this letter and express your appreciation.*

Example: “I appreciate you taking the time to (inform / educate / speak with / etc.) the class about…”

*2-3 sentences to describe your experience, citing examples of what you learned.* *Be specific- instead of just restating the speaker’s message, you should aim to describe the points that you found most interesting. How did the experience impact you? How will this experience help you in school and in the future?*

Example: “I found the experience to be (exciting / informative / engaging / etc.), especially when I learned about… This experience will help me to…”

*2 sentences calling out something specific that you noticed and appreciated from the speaker- their manner of delivery, willingness to answer questions, something in their background they shared, etc.*

Example: “As a participant, I appreciated how you…”

*2 sentences to thank them again for taking time out of their schedule and mention your appreciation one more time.*

Example: “Thank you so much for coming to (inform / educate / speak with / etc.) the class about…”

Sincerely,

Your name

Intern Name

Street Address

City, ST ZIP Code

Recipient Name

Street Address

City, ST ZIP Code