

## SAMPLE THANK YOU LETTER

*After meeting with your audience, be sure to thank them for their time – and particularly if they are to follow up on any actions discussed during your meeting. Make sure you customize the letter below to reflect your issue, meeting, and follow up required.*

Date

Mr. John Doe, *Title*  
321 Queen Street  
Any town, Any province  
M7M 7M7

Dear Mr. Doe,  
Thank you for your time on \_\_\_\_\_. It was a pleasure meeting you in person and having the  
(date)  
opportunity to bring my concerns to your attention. As you will recall, I was most interested in  
speaking to you about \_\_\_\_\_.  
(specific issue)

*If you committed to providing more information:*  
You asked if I could send you some more information about \_\_\_\_\_. The  
(requested info)  
information you requested is enclosed.

*If your audience made a commitment:*  
Your commitment was to \_\_\_\_\_,  
(specify commitment made)  
and I very much appreciate your willingness to do this by \_\_\_\_\_.  
(timeframe)

*If you made a commitment:*  
I made a commitment to \_\_\_\_\_, and will keep you up-to-date.

I look forward to speaking with you again.

Sincerely,  
[NAME]