



SAMPLE THANK YOU LETTER/EMAIL



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NAME OF STUDENT
ADDRESS OF STUDENT
PHONE NUMBER OF STUDENT
EMAIL ADDRESS OF STUDENT

MONTH AND DAY, YEAR

NAME OF ADMISSIONS OFFICER
NAME OF COLLEGE OR UNIVERSITY
ADDRESS OF COLLEGE OR UNIVERSITY

- A. Thank you for arranging a visit.
- B. Thank you for an interview.

Dear *(INSERT NAME OF ADMISSIONS OFFICER)*

A. I wanted to drop you a quick note to let you know how much I enjoyed my campus visit. I found the experience very valuable. The visit provided me with a better understanding of what *(INSERT NAME OF COLLEGE)* has to offer. I especially enjoyed *(INPUT SOMETHING SPECIFIC ABOUT YOUR VISIT)*.

B. Thank you for taking the time to meet with me during my visit to your campus. I enjoyed talking with you and hearing more about *(insert name of college)*. The information that you shared was very valuable. I especially enjoyed learning about *(INSERT SOMETHING SPECIFIC YOU LEARNED FROM THE CONVERSATION)*.

Thank you for all of your assistance in the college process.

Sincerely,

Name

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