

Name _____ Period _____ Date _____

Sample Thank You Letter

Name of career fair expo coordinator

Name of school

Name of career fair expo—date

Name of career day expo participant/business

Address

City, state, zip code

Date

Dear Mr. /Mrs. /Ms. _____:

We would like to express our sincere appreciation for your participation in the recent career fair expo held at (name of school); you have performed an important public service.

We are grateful for your time, and we hope you will consider joining us for future career fair expos.

Please share your experience with colleagues and invite them to contact the career fair expo coordinator, (name of career fair expo coordinator), if they are interested in participating in future career fairs at our school.

He/she can be reached by phone at xxx-xxx-xxxx or by e-mail at (e-mail address).

Sincerely,

(Class title)