

Thank-you Letter

Thank-you letters express appreciation to others for gifts they have given or services they have provided. This type of letter tends to be brief and straightforward.

Sample Thank-you Letter

Main High School

122 Russell Street

Halifax, Nova Scotia, B3J 2S9

June 19, 2008

Mr. Anthony Musante
217 Shorelands Drive
Halifax, Nova Scotia
B2Y 3C5

Dear Mr. Musante:

I am writing on behalf of the Main High School Student Council to express our thanks for your contribution to our Awards Night. Your speech was appropriately inspiring and memorable. Thank you for helping to make this a special evening for all.

Sincerely,

Stephen Meisner

Stephen Meisner
Class Representative