

THANK-YOU LETTER SAMPLE

SHANE BAKER

1006 Candlewood
Austin, TX 78712

(512) 555-9845
sbaker@utexas.edu

August 13, 2011

Tammy Blake
Personnel Director
Texas Agency on Family Violence
83062 N. Mopac Expy
Austin, TX 78759

Dear Ms. Blake:

I would like to thank you for taking time to meet with me this past Wednesday to discuss the MSSW internship opportunity you have available in your agency. I enjoyed speaking with you about the position and really appreciate your thoughtful answers to my questions. After learning more about Texas Agency on Family Violence, I am confident that my background in working with children and families and my research on domestic violence issues would be a great fit for your position.

If you have any further questions, please feel free to contact me. Once again, thank you for your time and consideration and I look forward to the possibility of working with you next spring.

Sincerely,

Shane Baker