

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the College

College Address

Subject: Thank You Letter

Dear ABC,

I am writing this letter to thank you for your efforts, time, and dedication in giving me such a great tour of the college campus. I am amazed to see the beautiful green landscape of the campus. The campus seems to have spacious classrooms, a well-stocked library, well-equipped laboratories. I am impressed and surprised by the space of the theater hall, swimming pool, and exam halls. It is quite good to see so much greenery and different grounds for all sports activities. (Write the specific features of the campus that you learned about)

It is good that security is paramount important for the college. I could see that CCTV cameras are placed all over and a good amount of security staff is deployed at exit points. The use of smoke or fire alarm, and fire extinguishers is of great use on such a big campus. (Mention security features)

The on-campus dining halls, fully enabled Wi-Fi campus and transport shuttles service seems to be the cherry on the top. All these facilities make this a dream campus.

Thank you once again! I am looking forward to visiting campus soon, now as a student.

Sincerely,

(Signature)

Sender's Full Name