

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 the efforts you have made throughout the campus tour. Being a parent I am very much concerned about the college my daughter will be going to. But after taking the campus tour I am happy to see that your college has such good academic faculty. I am pleased to see the varied extracurricular activities, such a big and stocked library, and good laboratories with skilled staff and different types of equipment.

I could see that the college has great placements from the data published by the placement cell. The various financial aids and scholarship which are provided by the college on various bases seem to be impressive.

As a parent, my child's safety matters to me the most, and I am happy to find that the college has a fully residential campus with all safety norms. The campus is CCTV enabled and seems to have all safety norms against any firm accident. Having a distinct alumni base the college seems to be a good fit for my child.

Once again, thank you for your valuable time and perfect arrangement for our campus tour.

Sincerely,

XYZ (Your Name)