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Sender's Address

Sender's Email Address

Name of the Agency

Address of the Agency

Date

Receiver's Name

Receiver's Job Title

Name of the College

College Address

Subject: Thank You Letter

Dear ABC,

Hi, I hope this letter finds you and your colleagues in a good health. I am writing this letter to thank you for the efforts you have made in arranging for our visit to your campus in these hard times.

As you know our ranking agency considers various points while ranking colleges. We consider points like campus area, infrastructure, green landscape, faculty, facilities, academics, extra circular, placement cell success, alumni success, student safety, campus resident facility, location, and many more.

This campus tour is of great help in ranking your campus. As we got a close view for all our points through this tour. The tour in charge was very frank, knowledgeable, patient, and an understanding person.

Thank you for all the arrangements and such a lovely lunch. Once again, we want to extend our sincere thanks to you and campus staff members and would like to meet again.

Sincerely,

XYZ (Your Name)

Name of your Agency