

Sender's Address

Sender's Email Address

Name of the Organization

Address of the Organization

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 staff safe and in good health. I am writing this letter to thank you for giving us an opportunity to visit your campus. We found your campus to be very innovative and the landscape is perfect.

This campus tour would be of great help for our company in deciding the fund/ loan to sanction for the development of the campus.

We are pleased by the arrangements made by campus staff for our visit. Looking forward to meeting you soon. Again, we sincerely thank you for your efforts.

Sincerely,

XYZ (Your Name) Name of your Organization