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Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the College

Address of College

Subject: Thank You Letter for Informational Interview

Dear ABC,

Thank you for meeting with me today. I am grateful to you for talking with me and providing me with all the necessary details about the college. Thank you for guiding me and helping me make a decision. I have finally decided to have some work experience before applying to graduate school.

I have decided to apply to some companies and gain some work experience. I will apply to the college (Write the name of the college) next year to increase my chances of getting selected. Thank you once again for your help.

Sincerely,

(Signature) Sender's Full Name