

Current Date (Month/Day/Year)

Your Workplace Host's Name
Your Workplace Host's Title
Your Workplace Host's Department
Street Address
Suite, Floor or Room Number
City/State/Zip Code

Dear (Mr., Ms., or Mrs. Workplace Host's Last Name):

Paragraph 1: Thank your Workplace Host for his or her time and helpfulness.

Paragraph 2: Tell him or her why the experience was important to you. Share some of the things you learned through your experience.

Paragraph 3: Add anything else you would like to say.

Sincerely,

Your signature in blue or black pen

Type or print your name
Your Street Address
Your City/State/Zip Code