



CORVALLIS SCHOOL DISTRICT'S  
Internship  
**Sample Thank You Letter**

It is important to thank the person with whom you had the work-based learning experience. A personal business thank you letter does not have to be long, but it should include certain information and use correct formatting. Follow the formatting guide below:

*PRESS THE ENTER KEY 4 TIMES*

**Today's Date**

*PRESS THE ENTER KEY 4 TIMES*

**Mr. John Doe  
Hewlett Packard Company  
1000 NE Circle Blvd.  
Corvallis, OR 97330**

*PRESS THE ENTER KEY 2 TIMES*

**Dear Mr. Doe**

*PRESS THE ENTER KEY 2 TIMES*

**Body (message) of the letter:**

- 1. Thank your host for his/her time. Tell him why you appreciate his time.**
- 2. Write about something that you learned or found interesting.**
- 3. Write about something that you enjoyed during your work-based learning experience.**
- 4. Explain how this experience will help you in the future, in or after high school.**
- 5. Thank him/her again for his/her time.**

*BODY OF LETTER should be:*

- ✓ *SINGLE SPACED*
- ✓ *DOUBLE SPACING BETWEEN PARAGRAPHS*
- ✓ *DO NOT INDENT PARAGRAPHS*

*PRESS THE ENTER KEY 2 TIMES AFTER THE LAST LINE OF THE BODY*

**Sincerely**

*PRESS THE ENTER KEY 4 TIMES*

Sally Smith (your handwritten signature)

**Sally Smith  
Crescent Valley High School  
4444 NW Highland Drive  
Corvallis, OR 97330**