

EXAMPLE THANK YOU LETTER FOR ORGANIZATIONS



PANTHER MIDDLE SCHOOL
USD-000-Anywhere-Unified-School-District
Anyplace, Kansas 010101 · (222) · 123-4567 · usd00@edu.com

January 20, 2003

Alvin Peters Company
Insect Department
PO Box 2400 ESP
Albany, NY 12220-0400

Dear Mr. Peters:

Thank you so much for sending the Panther Middle School insect tattoos. These tattoos serve as reinforcers for the Panther's school-wide implementation of positive behavior support. Your generosity is greatly appreciated by students and teachers alike.

We would like to thank you so much again for your thoughtfulness. We wish the best of luck to you and your employees in the upcoming year.

Sincerely yours,

Paula Helpson

Paula Helpson, Panther Parent Volunteer
Panther Middle School
111 Panther Road
Anyplace, KS 010101
222.123.4567