

Thank You Letter Writing Instructions:

1. Click No Spacing in MSWord
2. Change top margin to 2"
3. Change font size to 12pts and font to serif font
4. Single space within paragraphs, double space (hit Enter x 2) between paragraphs except where noted.

309 S. Main Street
Paris, IL 61920
October 21, 2010



QS (Quadruple Space) (hit Enter x 4)

Guest Speaker's Full Name Including Title (Mrs., Mr., Ms., ect.)
Address
City, IL Zip Code

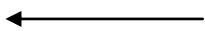
Dear Title and Last Name (Ex: Dear Ms. Rhodes)

This is where you thank them for coming to speak to our class.

This is the paragraph where you talk to them about what you learned from their presentation.
Must be five sentences at least.

This is the paragraph where you tell the guest speaker how you will be using the information you learned from them in the future. Repeat thanking them for taking time out of their day to visit our class. Must be five sentences at least.

Sincerely yours,



QS (Quadruple Space) (hit Enter x 4)

Your Name

After printing, sign your name with a black pen in the space between "Sincerely yours," and "Your Name."

PROOFREAD, PROOFREAD, PROOFREAD
before turning this in.

You will make corrections if not acceptable to be sent.