

## **Sample Thank You Letter**

Ms. Jane Smith  
Vice President  
ABC Corporation  
100 South St.  
City, CA, 00000

Date

Dear Ms. Smith,

I sincerely thank you for your generous contribution which is making it possible for me to attend the Washington Journalism and Media Conference, held at George Mason University this summer. Upon my return, I would be honored to share the highlights of my experience and what I learned from this unique student leadership opportunity. (Or add a link to your personal webpage or Blog if you have created one).

Thank you again for making this amazing experience a reality for me.

Sincerely,

Mary Smith