

**SAMPLE THANK YOU LETTER
AFTER A CONTACT DEVELOPMENT MEETING**

LUCILLE JOHNSON
1525 Hill Street
Bristol, California 24201
(201) 358-2397

February 12, 1988

Mr. Steve Slotin
Manager, Quality Control
Miracle Products, Incorporated
65 Schilling Circle
Bristol, California 24201

Dear Mr. Slotin:

I enjoyed meeting you on February 8th, and appreciate the time you spent to answer my questions and advise me on my job search.

Your advice was excellent, especially your ideas about taking some computer courses at Westhaven Community College. I'm sure the courses would improve my chances for getting a better job in the administrative field.

I also appreciate your giving me Mr. Stone's name as a contact. I will let you know how I am progressing after I meet with Mr. Stone.

Again, thank you for your advice and assistance.

Sincerely,

Lucille Johnson