

## Hospitality Thank You Letter

**This package contains:**

1. Instructions & Checklist for a Hospitality Thank You Letter
2. Hospitality Thank You Letter

## Instructions & Checklist for Hospitality Thank You Letter

- This package contains (1) Instructions & Checklist for Hospitality Thank You Letter; and (2) Hospitality Thank You Letter;
- This form is designed to assist you in drafting a letter to thank someone for their hospitality.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
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[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for your recent hospitality during [Occasion].

It was so thoughtful of you to take time out of your busy schedule to [Briefly List What Was Done]. I will always remember your kindness. It is the thoughtfulness of people like you that add so much joy to our lives.

Again, I sincerely thank you for your generosity and hospitality.

Sincerely,

[Your Name]