

Thank You Letters

Using the following format, write a letter thanking the panel judges and your Community Mentor for their time. Your letter should be in block format, using 1 $\frac{1}{2}$ inch left and right margins, and be vertically centered on the page.

Current Date

(QS – quadruple space, leaving 3 blank lines)

Dear Panel Judges:

(DS – double space, leaving 1 blank line)

Paragraph I: Thank the judges for being there to evaluate your presentation, and then describe what you learned and experienced throughout the process of your Senior Project.

(DS –leave 1 blank line)

Paragraph II: Discuss the goals you had for your project and what you accomplished. In addition, describe how this project has impacted you and your future plans and/or goals.

(DS – leave 1 blank line)

Paragraph III: Once again thank the judges and reaffirm the importance of community involvement in this Senior Project process.

(DS – leave 1 blank line)

Sincerely,

(Sign here) –(QS – leaving 3 blank lines)

Your name(typed)

Using the same type of format but changing words as needed, write a thank you letter to your Community Mentor.