

## Thank You Letter

123 Seneca Street  
Apartment 4  
Ithaca, NY 14850  
607-257-0000  
ec1@cornell.edu

[date]

Jane Hamilton, Esq. (if a lawyer\*)  
Legal Aid Society of King County  
One American Avenue  
Seattle, WA 98103

Dear Ms. Hamilton:

Thank you for taking time from your busy schedule to meet with me last Friday to discuss opportunities for lawyers to do public interest work in the Pacific Northwest. I was very impressed with your knowledge and appreciated your insights about course selections and your review of my resume.

I have already contacted Ms. \_\_\_\_\_, at your suggestion, and I plan to meet her next week.

Your help was invaluable, and I will keep you posted on my search.

Sincerely,

*Andrew Dickson White*

Andrew Dickson White

\*Mr./Ms. \_\_\_\_\_ (for non-lawyer, with appropriate title on next line).