

Thank You Letter

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[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).