

Business

The salutation should be Mr. or Ms., never Miss or Mrs. Do not use proper names - Dear Jane - unless you are friends or long-time acquaintances.

Close with "sincerely."

June 1, 2017

Dear Ms. Jones,

Thank you for taking the time to meet with me the other day. I enjoyed our conversation and I look forward to future collaborations. It was to nice to meet with someone who is equally creative. I will keep in touch, but if I can ever be of further assistance, please don't hesitate to contact me.

Again, thank you for your time.

Sincerely,
Vicky

The date should always be included.

The body includes the thank you, the reason you appreciated the time, and a final thank you.

Personal

The salutation should be personal.

Close with "yours truly," "love," or an appropriate personal closing.

June 1, 2017

Dear Kate,

Thank you for the lovely vase. I immediately put it in a safe place in our china cabinet!

Your gift was unexpected, and I appreciate you thinking of me. I value our friendship and every time I look at the vase, I will think of what our friendship means to me!

Thank you again for the thoughtful gift.

Yours Truly,
Vicky

The date should always be included.

The body includes the thank you, the reason you appreciated the gift and what you are using it for, if applicable, and a final thank you.

Business - Job Interview

The salutation should be Mr. or Ms., never Miss or Mrs. Do not use proper names - Dear Jane - unless you are friends or long-time acquaintances.

Close with "sincerely."

June 1, 2017

Dear Mr. Jones,

Thank you for taking the time to meet with me the other day. I enjoyed our conversation. I also appreciated seeing XYZ's culture in action as I met with some of your employees. Since we share the same values, I know I'd be an asset to your company and look forward to another conversation. If I can answer any questions in the meantime, please don't hesitate to reach out to me.

Again, thank you for your time.

Sincerely,
Jeff

The date should always be included.

The body includes the thank you, a brief mention of why you would be an asset to the company, a sincere and positive outreach for further conversation, and a final thank you.