

Sample Mentor Thank You Letter

19 March 2008

Irma Garcia
1234 Mulberry Drive
Whittier, CA 90601

Best Business
1234 Whittier Street
Whittier, CA 90601

Dear (Mr. Mrs. Ms.) _____:

I have sincerely enjoyed the time that I have spent with you this past school year. Given your very busy schedule, I know that it was not always easy or convenient for you to meet with me and yet you gave so very generously of your time, knowledge and patience.

As a result of your knowledge and guidance, I have a much deeper understanding of _____(your topic). I have learned so very much from you that it is difficult to put into words how grateful I have been for your help. Everything that I have learned from you has helped me create a successful project and presentation.

On June _____ from 1:00 to 1:20 p.m. at La Serna High School, I will give my presentation to a panel of judges. I would really like for you to attend. If, however, your schedule does not permit you to come that day, I understand.

Once again, thank you for your time and assistance this year.

Sincerely,

(Sign your name above and type your name here)