

Name _____ Title _____

Position _____

Letter size: _____

Letter size: 11x17

Letter size: 11x17

Letter size: 11x17

Dear _____,

I want to thank you for coming to our office on Saturday. It was great to see you and know that you had a good time. Please let me know if you need anything.

I would like to see you again sometime. Please let me know if you need anything.

Yours truly,

Are you able to do your own handwriting?

Remember to bring something:

Envelope

Postage stamp

Postage address