

## THANK-YOU LETTER SAMPLE

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**MARY BAKER**

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Tammy Blake  
Personnel Director  
Texas Agency on Family Violence  
83062 N. Mopac Expressway  
Austin, TX 78759

Dear Ms. Blake:

I would like to thank you for taking time to meet with me this past Wednesday to discuss the MSSW internship opportunity you have available in your agency. I enjoyed speaking with you about the position and really appreciate you answering my questions. After speaking with you and learning more about Texas Agency on Family Violence, I feel strongly that my background in working with children and families, and my research on domestic violence issues would be a great fit for your position. I feel it would be a mutually beneficial relationship for your agency and me.

If you have any further questions, please feel free to contact me. Once again thank you for your consideration and I look forward to the possibility of working with you next spring.

Sincerely,

Mary Baker