

SAMPLES OF THANK YOU NOTES

Dear

Thank you for taking the time to speak to our class (today, yesterday, last week, whatever). I feel your insight into _____ truly helped me understand the subject and listening to you gave me the opportunity to see the purpose of this course from a different perspective. You gave us a lot to think about and to discuss with our classmates in the days ahead.

With many thanks and best wishes,

Sincerely,

Dear

What a treat it was to have you as our guest professor today. Sharing your thoughts and experiences with us in this class added another dimension to an already fascinating subject. I personally really appreciated not only what you told us but also the time you invested in our educational journey. Thank you so very much.

With best wishes.

Sincerely,

Dear

Your speaking to our class today was very special and we appreciated so much your sharing your experiences and expertise with us. Hearing about this subject from more than one person always provides another perspective to the subject matter at hand. I am sure as a group we will be discussing your talk with great interest in the days ahead.

Thank you so very much for taking the time and making the effort to be with us at Duke.

With best wishes.

Sincerely,