

Thank-You Note or Email

A thank-you note or email doesn't have to be long— just sincere and to the point. A handwritten note is better than an email, but a thank-you email is better than nothing. A polite note shows your gratitude and will make future contacts with the person much easier.

Sample Thank-You Note

Igor
2233 Brane Drane Lane
Transylvania

November 7, 1894

Samuel P. Frankenstein, M.D.
4321 Main St.
Transylvania

Dear Dr. Frankenstein,

I really appreciate your taking the time to talk to me. Your explanation on transplanting brains was very helpful to me. I will keep in touch about my progress.

Thank you.

Sincerely,

Igor