

Sample #2

Kim Kallen
555 E 9th AVE
Spokane, WA 99212

CURRENT DATE

Ms. Grace Leaf
1810 N Greene Street
Spokane, WA 99217

Dear Grace:

I would like to thank you for taking the time to talk to the class about dressing for an interview. I found your presentation very helpful.

The entire presentation was interesting and full of good information. I learned a lot about how to take the bare minimum and turn it into an entire wardrobe. The information on how to feel and look inside and out was valuable. I enjoyed the entire presentation it was done very well.

Once again I would like to express my appreciation for taking the time to come out and speak to us.

Sincerely,

Kim Kallen