

Education Higher Education Thank You Letter

15 Horseflower Lane
Lincoln, Nebraska 685xx
January 14, 20xx

Search Committee Chair Name
Department of....
University of
University Address

Dear Dr. Name:

Thank you for the opportunity to meet with you and become familiar with your department. I especially appreciated the variety of opportunities which you had scheduled: meeting with students, sitting in on a senior seminar, speaking to faculty members, and making acquaintance with faculty in the departments of ... and

This visit has just reinforced my enthusiasm to become a colleague in your department. I believe that my research and teaching interests match well with the philosophy and goals of your department.

Enclosed please find the travel receipts from my trip.

Please extend my appreciation to the rest of the department for their graciousness during my visit. I look forward to hearing from you soon.

Best regards,

Selena Fallingjar