**SAMPLE THANK YOU FOLLOWING NETWORKING MEETING**

Mary Smith

Information Officer

Philadelphia Hospital

Philadelphia, PA 11111

February 1, 20XX

Dear Ms. Smith:

Thank you for taking the time out of your schedule to meeting with me. I greatly appreciate your assistance in helping me to explore my options in the Philadelphia area.

Your recommendation regarding joining the Philadelphia Chapter of the Communications Officers Association was very helpful. I am finding more information about the options for Communications majors as I talk with others in the field. As you suggested, I have also contacted Mr. Jones and we will be meeting in a few weeks.

Thank you again,

Jane Doe