

## THANK YOU LETTER – APPOINTMENT THANK YOU LETTER

### **Included:**

Introduction

Thank You Letter – Appointment Thank You Letter Tips

Sample Thank You Letter – Appointment Thank You Letter

Thank You Letter – Appointment Thank You Letter Template

## Introduction

The objective of this letter is to express your gratitude towards a person who has offered you an appointment to have a meeting with you. You must appreciate the person for allowing you the opportunity to present your ideas or plans. This letter is written after the meeting has happened and was fruitful enough for you to express your appreciation. Writing a thank you letter will not take much of your time, but it will definitely make the other person feel that you bother enough to acknowledge.

## Thank You Letter – Appointment Thank You Letter Tips

Following points need to be considered for writing an effective thank you letter:

- First and foremost it is vital to express your gratefulness for the appointment given.
- Make sure the letter is sent within a day or two of the meeting.
- Talk about the reference to context of the appointment and mention in brief the subject discussed.
- Your letter should have a formal tone, but it should leave a personal impact in the reader's mind
- Choose words that convey your appreciation without sounding overbearing.
- Once you have completed writing the letter, please check the same for spelling mistakes or punctuation errors.

## Sample Thank You Letter – Appointment Thank You Letter

To,

\_\_\_\_\_  
\_\_\_\_\_

Date (Date on which letter is written)

From,

\_\_\_\_\_  
\_\_\_\_\_

Sub: Thanks for your invaluable time

Dear Mr. Thomson,

I sincerely express my gratitude towards you for giving me an appointment on 5th July to make our presentation before you. The fact that you liked our presentation on better ways of increasing revenue of Thomson stocks and shares Pvt. Ltd.; makes us hopeful that we may work together on this project in the future soon.

We look forward to meeting you and your team regarding this project soon. It was really pleasurable meeting you and your team members. I assure you that the innovative ideas in the presentation will definitely help you in increasing the level of stock market.

I, once again would like to thank you for your time and efforts for giving due consideration to our presentation.

Yours Sincerely'

Mr. James Watt

Senior Manager

ABC Consulting Services Pvt. Ltd.

## Thank You Letter – Appointment Thank You Letter Template

To,

\_\_\_\_\_

\_\_\_\_\_

Date (Date on which letter is written)

From,

\_\_\_\_\_

\_\_\_\_\_

Sub: \_\_\_\_\_

Dear \_\_\_\_\_, ( Mr./Ms)

It was a pleasure meeting you on \_\_\_\_\_ (Mention date and place) for discussing the  
.....(Mention agenda of meeting). I appreciate you for believing in our organization and allowing us  
to present our ideas on the subject.

Please accept sincere thanks for giving us an appointment for the discussion. Please expect prompt  
action from our side on all points discussed.

I, once again, would like to express my gratitude towards you for giving us your invaluable time.

Yours Sincerely'

\_\_\_\_\_(Name Of Sender)

## Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from [www.letters.org](http://www.letters.org)