Thank You Letter Outline

When making a thank you letter, follow these steps to ensure that it is properly approved and labeled.

1. First make sure you are using the updated letterhead located in the TechHOUNDS Folder (or on the TechHOUNDS website): K:\CADSHARED\TECHHOUNDS\2016 Preseason\PR and Sponsorship\Sponsorship\Thank You Templates. Make sure to use the Previous Sponsor Thank You Letter word document for your letter. This may change as we update the TechHOUNDS website with more resources.
2. After you have completed your letter, having updated the information to accommodate your sponsor, have Jackson approve it before showing it to Vikas for final approval. If it is not approved, you will need to rewrite it using the critiques given to you by either Jackson or Vikas, then have the new draft rechecked.
3. Once the letter is approved, print out a clean copy and have Vikas and Mr. Bonewit sign it as well as yourself. Then get an envelope from the cabinet in the dark room. In the upper left-hand corner, you will write:

**Mr. Zachary Bonewit**

**Carmel High School**

**520 E. Main Street**

**Carmel, IN 46032**

\*Refer to the example envelope if you need help

1. Once you have written the schools address, put the name of your contact and the companies address in the middle of the envelope, example:

**Sally Example**

**Example Company**

**000 W. Example Street**

**Sampletown, IN 00000**

\*Refer to the example envelope if you need help

1. Once you have finished labeling your envelope, tri-fold your letter the way the example letter is folded.
2. Turn the envelope around so that you are facing the opening. Then, place the letter in with the folded portion facing you.
3. Seal the envelope and give the finished envelope with the letter inside to Mr. Bonewit. You do **not** need to place a stamp on the letter.

**AND THEN YOU’RE DONE!**