Dear (First and Last Name),

Thank you for taking time out of your busy schedule to allow me to interview you on Day, Month Date. I thought _____ (fact you learned) was quite interesting. I also learned that (second fact you learned). The best part of this interview was ... Thanks, again!

Sincerely,

Stacey Strenge

ENVELOPE (PRINTED)

Your Name
Wyndmere Public School
101 Date Ave.
Wyndmere, ND 58081

First & Last Name c/o (Business) Mailing Address City, State Zip