

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]

[Position]

[Company]

[Department]

[Division]

[Address 1]

[Address 2]

[City], [St/Prov], [Country] [ZIP/POSTAL]

[Salutation]

Thank you for your hospitality when I visited you on [date of visit]. [Guest's name] and I really enjoyed the [party, dinner, event, etc.], and you were a most gracious host.

I appreciate your effort to put everything together. You certainly made us feel at home. Next time you are in the neighborhood, please call me so we can get together again.

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]