

**\*\* WRITTEN LETTER EXAMPLE \*\***

January 7, 2010

Mr. Ronald Copeland  
(Insert title here)  
(Insert company name here)  
77722 North Main  
Bowling Green, Ohio 43402

Dear Mr. Copeland:

I would like to thank you for having me as a Bowling Green State University co-op student for the Fall 2009 semester.

I enjoyed my work experience very much and learned a great deal about (insert company name here) 's (list systems, procedures, etc. here). These skills will assist me with my future course work when I return to campus this coming Spring semester. I am pleased to say that everyone I worked with was very patient and helpful during my training and work experience.

*Add additional, personal comments appropriate with your individual situation as appropriate here...*

Thank you for the co-op experience.

Sincerely,

*(Sign your name here in BLUE or BLACK ink)*

Tom Snider  
2980 Mansfield Road  
Apartment 13  
Bowling Green, Ohio 43402  
419-555-2276  
tsnider@bgnet.bgsu.edu

**\*\* EMAIL EXAMPLE \*\***

TO: "Ronald Copeland" <rcopeland@company.com>  
FROM: "Tom Snider" <tsnider@bgnet.bgsu.edu>  
SUBJECT: Thank You  
DATE: January 7, 2010  
ATTACHMENTS:

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Dear Mr. Copeland:

I would like to thank you for having me as a Bowling Green State University co-op student for the Fall 2009 semester at     (insert company name here)    .

I enjoyed my work experience very much and learned a great deal about     (insert company name here)    's     (list systems, procedures, etc. here)    . These skills will assist me with my future course work when I return to campus this coming Spring semester. I am pleased to say that everyone I worked with was very patient and helpful during my training and work experience.

*Add additional, personal comments appropriate with your individual situation as appropriate here...*

Thank you for the co-op experience.

Sincerely,

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