

# HOW TO WRITE A THANK YOU LETTER TO MENTORS

## Student Activity Sheet

### Task:

Now is the time to send a thank you email to your mentor. The steps below will guide you as you write your thank you email.

- 1. To:**  
Get your mentor's email address from your teacher. Include your teacher as a recipient as well.
- 2. Subject line:**  
Include "thank you" somewhere in the subject line. You might want to say something like, "Thank you for being our STEM mentor."
- 3. Greeting:**  
Address the email directly to your mentor. You can use their first name or be more formal and address them as Mr. or Ms. For example, "Dear Ellen," or "Dear Ms. Rivera," and follow their name with a comma.
- 4. First paragraph:**  
Use the first paragraph to thank your mentor for taking the time to meet with you. You might also mention something that you enjoyed or something memorable about their presentation.
- 5. Second paragraph:**  
Use this paragraph to say how you and your group benefited from having a STEM mentor this quarter. Mention something you learned or realized or some way that this experience might help you in the future.
- 6. Closing:**  
Thank them again and wish them well, or say something that will personalize your letter.
- 7. Signature:**  
Choose a closing and sign the email with your names. For example, "Sincerely, John, Clara, and Rita."
- 8. Proofread your letter before sending it.**  
Look for spelling and grammar errors.