March 10, 2021

Jane Doe

123 Main St.

Camillus, NY 13031

Dear Jane,

Thank you for taking the time to meet with me and to discuss Project Invest. I enjoyed our discussion and appreciate you taking time out of what I know is a very busy day.

After meeting with you I feel confident that we can help your students gain an understanding of the insurance industry and hopefully consider pursuing a job in the insurance field.

Please do not hesitate to reach out to me with any questions or concerns you may have.

I look forward to working with you in the future.

Best,

Susan Keegan, AIC, MBA

Learning and Development Manager

Big I New York