

APPENDIX J
Sample "Thank You" Letter

Date

Client Name

Business Name

Address

City, State Zip

Dear (Client's Name):

It has been a pleasure to work with you in a management analysis of your firm. Your cooperation, patience, and enthusiasm made our job much easier and contributed to our learning. We feel you have given us a great opportunity to use our formal education in a real world application.

Our report makes recommendations based upon your input and our analysis. We hope that the implementation of these recommendations will benefit your company.

The Small Business Institute[®] program is made possible through a cooperative agreement with the Small Business Institute Directors' Association. This report should not be interpreted as the official position of the Small Business Institute Directors' Association. Rather, the report contains the conclusions of the Small Business Institute[®] student team based upon our analysis of your business.

Any questions, comments, or other information you may need should be directed to the student team before graduation on (date). Our SBI Director is (Director's Name). His/Her telephone number is (telephone number). As a small business, you are also eligible for assistance from the Small Business Development Center (SBDC) (telephone number) or SCORE (telephone number). Through the SBA, SBDC, and SCORE a wealth of assistance and advice is available at no cost to you.

We hope this report will help you in the operation of your business. Again, thank you.

Sincerely,

Student Team Members