December 11, 2019

Mr. John Smith

Accountant

Smith & Associates Accounting Services

1234 Main Street

Portland, OR 97204

Dear Mr. Smith:

Paragraph 1 – Thank the person for allowing you to job shadow.

Example: Thank you for allowing me to visit you on December 10. I realize this took time away from your regular responsibilities and I am grateful for all the information you provided me regarding your job at Smith & Associates.

Paragraph 2 – Describe what you learned and how this experience was valuable to you.

Paragraph 3 – Thank the person again for allowing you to job shadow them.

Sincerely,

Jane Doe, Student

Northwest Technology Center