Thank you for Interview email

Dear [Name of charity representative],

[Student names] would like to take this opportunity to thank you for your time, and for providing us with all the useful information about the great work you do in [Name of Charity]. We were so pleased to learn more about how your organization works, and just how far the work you do goes to making a positive impact in our community (tell them your reasons why you are thankful).

We are happy to tell you that we have put together an engaging presentation based on the information and experiences you shared, and we will be presenting it to our classmates and community members on [date]. We look forward to spreading the word about what makes [Name of Charity] such a great organization, and why you deserve the support of our community. We will tell you how our presentation goes, and whether we make it to the Final Presentation Assembly! (Tell them what you are doing with the information and how you plan to follow up)

Thank you,

[Student names]