**[DATE]**

**[NAME]**, **[DEGREE]**

**[TITLE]**

**[COMPANY]**

**[CITY], [STATE]**

Dear **[ NAME ]**,

On behalf of the Planning Committee, I would like to thank you for participating in **[ACTIVITY TITLE]** held in **[ACTIVITY CITY, STATE]** on **[ACTIVITY DATE]**.

It was truly a pleasure to have you at the conference. I am enclosing a copy of the summary of your evaluation from the conference.

Please let me know if you have any questions, **[ACTIVITY COORDINATOR PHONE NUMBER]** or E-mail **[ACTIVITY COORDINATOR E-MAIL]**.

Yours truly,

**[ACTIVITY DIRECTOR NAME]**

**[ACTIVITY DIRECTOR TITLE]**

**[ACTIVITY DIRECTOR DEPARTMENT]**

**[ ACTITIVY DIRECTOR COMPANY]**

***Enclosures:***

1. ***[ENCLOSURE 1]***
2. ***[ENCLOSURE 2]***