Dartmouth Health Location

DEPARTMENT

SECTION OR SERVICE

**[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.

Sincerely,

**[ACTIVITY COORDINATOR NAME]**

**[ACTIVITY COORDINATOR TITLE]**

**[ACTIVITY COORDINATOR DEPARTMENT]**