
Session 13

THANKYOU LETTERS

After completing your meetings with decision-makers, it is important to write a thank you note! Writing thank you letters is important because it shows the person you engaged with that you appreciate their time, thoughts and feedback. It will leave them with a good impression of you and your organization, and they will be more inclined to support your work in the future.



SAMPLE THANKYOU LETTER

Dear [insert person's name here],

My name is [insert your name here]. I am writing you to thank you for participating in [insert name of program or project here]. Your [advice/feedback/insight] was incredibly useful, and I really appreciate that you took the time to help us. If there are any updates on my work, I will make sure to let you know.

Sincerely,

[insert your name here]
