



## INFOSHEET: Sample Follow Up Letters

We always appreciate knowing that our efforts have been noted. A simple thank you note or a more formal thank you letter is an important part of the follow-up process. If possible, individualize the letter, noting the specific areas of help provided. It's also a good idea to encourage further involvement in the process.

### SAMPLE ONE:

Dear [First name] [last name],

Thank you for participating in the Moving Together Symposium on xxxx. We're thrilled with the results of the day and have received a lot of positive feedback from participants.

The symposium gave us plenty to build on as we work toward making our community a more physical activity friendly place. Your assistance in [individualize] greatly contributed to the day's successful outcomes. We hope we can count on your continued support as we move toward our community goal of getting more kids, more active, more often.

Thanks again for your contribution to this important process. I hope you're as excited as we are about our plans to life.

Sincerely,  
Community Contact  
[Your Town] *in motion* Action Team

### SAMPLE TWO:

Dear [First name] [last name],

Thank you for participating in the Moving Together Symposium on xxxx. From all accounts, the day was fruitful. We're thrilled with the progress made by the group and looking forward to the next steps.

We recognize how busy your schedule is, and your generous gift of time and energy meant a lot to everyone involved. I look forward to your continued support of the process as we move toward our community goal of getting more kids, more active, more often.

Sincerely,  
Community Contact  
[Your Town] *in motion* Action Team