Sample Thank You Letter to Chapter Meeting Attendee

Date

Name
Company
Address
City, State, Zip

Dear _____ ,

Just a little note to personally thank you and (company) for supporting _____ (Month) _____ (Day, Year) meeting of the _____ Chapter of the IADD. Without the support of people like you, we could not have accomplished the type of program we had. Several attendees praised the hard work and dedication of our group, and we owe you a very special thanks for making it happen.

The _____Chapter of the IADD will continue to be on the leading edge with our content as well as meeting format. If you have any suggestions for future meetings, improvements on our last one, or would want to repeat this program in your area, please do not hesitate to phone me at _____.

Thanks again, and I hope to see you at the next IADD or Chapter function.

Sincerely,

Chairperson

_____ Chapter of the IADD