

Event Attendance Thank You Letter

This package contains:

1. Instructions & Checklist for a Event Attendance Thank You Letter
2. Event Attendance Thank You Letter

Instructions & Checklist for Event Attendance Thank You Letter

- This package contains (1) Instructions & Checklist for Event Attendance Thank You Letter; and (2) Event Attendance Thank You Letter;

- This form is designed to assist you in drafting a letter to thank someone for attending an event.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for joining us at [Name of Event].

It was an honor to have you in attendance. I understand that you have many obligations, and I appreciate your taking time from your busy schedule to join us. I hope that you found the event to be both interesting and informative.

Again, I sincerely thank you for choosing to be a part of [Name of Event].

Sincerely,

[Your Name]