### Thank You Note to Focus Group Participants - Sample

Address

Date

Dear *<participant name here>*

Thank you for your recent participation in our focus group meeting, as part of the Program Quality review for the *<program title here>* program*.* Your contribution to our process for improving this program is greatly appreciated.

I have included a copy of the focus group report for your information. This will be included in the final PQR report, and used to help form overall program improvement recommendations.

Thank you for your ongoing support of the program.

Sincerely,

Chair