### Thank You Note to External Stakeholders - Sample

Address

Date

Dear *<participant name here>*

I am happy to take this opportunity to 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 appreciated.

I have included a copy of the focus group report for your perusal. A copy of the final PQR report is anticipated to be available at the next advisory committee meeting in the fall.

Thank you for your ongoing support of the program.

Sincerely,

Chair