

Sample Thank You Note

Greetings,

On behalf of the (HOST INSTITUTION), we would like to sincerely thank you for participating in our *Making the Learning Connection* workshop. We truly appreciate you taking so much time out of your busy schedule to come together and talk about some of the challenges and solutions around learning in (CITY/REGION).

One of our key goals for the workshop was to create an opportunity for you, as museum, library, and community leaders, to discuss the 21st century learning landscape in light of (CITY/REGION)-specific issues and explore strategies for advancing 21st century learning goals in the community. Additionally, we hope that the workshop helped build some momentum and understanding around 21st century learning and opened up some options for further collaborations and partnerships around this work.

We all learned a great deal from listening to each other's ideas, reactions and suggestions, and we look forward to using the preliminary results from this meeting in our work moving forward.

Best regards,

(NAME, TITLE
INSTITUTION)