

Thank you letter template

Use this template when corresponding with organizations after a partnership meeting.

[Current date]

Dear [contact person's name],

It was a pleasure meeting with you and your staff yesterday to discuss potential areas of collaboration that exist between our organizations. It is refreshing to meet with corporate leaders like you who are committed to improving the communities where they do business. [OR: It is exciting to consider the possibilities that exist when organizations like ours work together toward a common goal.] As we mentioned, the [your city's/county's name] Housing Authority is extremely interested in developing programs that will help assist Welfare to Work voucher recipients. We were delighted to learn that helping welfare recipients transition to work is a priority for your organization as well. Based on our initial meeting, I am confident we will pool our collective resources to accomplish that goal.

Our next meeting is scheduled for [insert date of meeting], at [insert place]. At that time you will have an opportunity to learn more about our housing authority and its existing programs. I will come to the meeting prepared to discuss timelines and goals for this partnership. Your office has committed to [insert any commitments here].

I look forward to seeing you on [insert date of meeting], to continue our dialogue on how we can collaborate to maximize our resources to assist Welfare to Work voucher recipients.

Sincerely,

[Your name]

[Your title]

[The name of your housing authority]