

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Thank you for Attending (with Follow-Up)

Dear :

Thank you for attending our Plastic vs. Paper Conference held on {date }. It is always nice to meet people who are concerned about the environment and the effects that certain products place on it. I hope that you found the conference helpful and useful in your environmental effort. I wanted to follow up with you concerning your opinion of the conference. I have enclosed a brief questionnaire. Your response and opinion would be much appreciated in making each conference better.

Once again, thank you for your attendance and for your time. If you have any questions or concerns, please contact me.

Sincerely,

N A M E