## Letter of Appreciation Form - Example

**Letter of Appreciation to the Allied Trades/Associate Members Who Financially Supported the District Meeting.** The following letter is an example of a letter, which may be submitted by the District Chairperson **(preferably)** or Allied Trades Chairperson to the Allied Trades companies who make financial contributions to the district to support the district's meeting/programs:

[date]

[name of company executive]

[title]

[name of company]

[address]

[city, state/province, postal code]

Dear [first name]:

Thank you for the generous contribution you and your company made to support the (meeting or program/event of [name] District).

[Name of company] was recognized and identified in the program, which was distributed to all registrants at our meeting. This recognition is a very small way to offer you our deepest thanks and appreciation for the continued support we receive from [name of company] and [names of ALL individuals in the company who registered/attended the meeting/function].

The next meeting of [name of the district] will be held in [name of city] at the [name of hotel or meeting facility] on [day and date of meeting]. We hope you will be able to attend our meeting and we look forward to seeing you there.

Again, thank you for supporting our meeting with your company's contribution of [amount].

Sincerely,

[signature individual sending letter]

[name of district chairperson/program chairperson and title in district]

[name of district]

[position in and name of company]