

# Example 1: Sample Letter of Appreciation Retiring County Extension Council Members

July 15, 2005

Mr./Ms. Advisory Committee Member  
P.O. Box XXX  
Anyplace, AR 719XX

Dear Mr./Ms. Member:

Thank you for serving on the University of Arkansas Division of Agriculture Cooperative Extension Service County Extension Council in (county name). Your input in developing, implementing, evaluating, and marketing Extension education programs has provided a valuable service to the County Extension Council, the Extension faculty, and to (county name) County residents. As your term of service ends and you rotate off the council, the (county name) County Extension faculty wants you to know that your commitment to Extension educational programs is greatly appreciated.

It is through community leaders like you that the Cooperative Extension Service is able to conduct educational programs to help the residents of the county improve their lives. During the annual County Extension Council meeting you will be recognized with a certificate for your tenure with the (county name) County Extension Council.

The (county name) County Extension Council will meet (day and date) at (time) at (location).

The agenda will include a review of the current educational programs, identification of program priorities for the (county name) County Extension educational program for the coming year, a welcome to new County Extension Council members, and a salute to retiring County Extension Council members.

Once again, thank you for your (number of years) of service.

Sincerely,

Name  
Title