

Template for Post-event Speaker Thank You Letter

To: Dropout Prevention Summit speakers and panelists

From: Summit Coordinator/Summit Leadership

RE: Thank you

Date: Month, day 2008

I wanted to thank you for serving as a speaker for the [Name of event]. When planning an event such as this, it is imperative to gain the participation of experts in the field. Your willingness to share your time and expertise in the area of dropout prevention and college readiness was critical to the success of this event.

We were fortunate to have a wide range of speakers from all arenas - K-12 education, non-profits, business, state agencies, higher education, and others. It is our collective efforts and thoughts on best practice that will bring us closer to resolving this important issue.

The summit was not meant to be a single event, but a starting point for the work that must be done to mitigate this problem once and for all. Please be sure to visit www.americaspromise.org and register to receive national updates and connect with local partners about the national dropout prevention initiative.

One request - please forward me any materials you shared during the summit. Please submit these materials electronically as we are working with America's Promise to make this information available to share with others.

Once again, thanks very much for your participation in this important summit.

Most sincerely,