Alliance for Response

[DATE]

[NAME]
[TITLE]
[ORGANIZATION]
[ADDRESS]
[CITY_STATE_ZIP]

Dear [NAME] :

It was a pleasure to meet you at [FORUM_VENUE] , and I am glad you could spend the day with us at the Alliance for Response Forum. We are grateful to you and to [SPONSOR] for agreeing to sponsor the food and refreshments at the meeting. The lunch was excellent, and it provided such a good opportunity for participants to become better acquainted.

[PLANNING_COMMITTEE_INSTITUTIONS] has received and paid the final catering bill from [CATERER] for the Forum breakfast, lunch, and afternoon beverage break. Copies of the bill, which totaled $[DOLLARS] , and our check are enclosed.

The response to the [FORUM_LOCATION] Forum has been very positive, and there is interest in sustaining the dialogue begun [FORUM_DATE] . I hope you will continue to be involved in any initiatives that develop in the area.

Sincerely,