Alliance for Response

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

Dear [NAME] :

We are grateful that you could take part in the recent Alliance for Response Forum in [FORUM_LOCATION] . Your presentation beautifully illustrated the wealth of cultural and historic resources in the [FORUM_LOCATION] area, and the effects of [DISASTER] provided a timely reminder of the risks to those treasures.

The response to the Forum has been enthusiastic, and there is keen interest in sustaining the dialogue begun [FORUM_DATE] . I hope you will continue to be involved and lend your considerable expertise.

Many thanks for your special contribution to the Forum.

Best regards,