



Meeting Host Thank You Letter: How do we acknowledge our hosts? Template thank you letter to coalition meeting hosts. To be used by the coalition leadership team to show gratitude to hosts with a personalized letter

MEETING HOST THANK YOU LETTER

[DATE]

Dear [ORGANIZATION/AGENCY NAME],

Thank you for hosting the [DATE] meeting of the [COALITION]. We appreciate your hospitality!

Sincerely,

The [COALITION NAME] Leadership Team and Members