SAMPLE THANK YOU LETTER  
(Send on School Letterhead)

Date:

Committee Member’s Name  
Street  
City, Alabama Zip

Dear (Committee Member’s Name):

Thank you for the time, talent, and expertise you have given to (CTE program name). You have made a difference through your dedication and continued support of (CTE program name) and (CTSO name). Your ideas, input, and enthusiasm were most helpful and have assisted us in making valid improvements to our program.

(Personalize this paragraph to include changes that have occurred related to your program through the assistance of the advisory committee). The minutes from the last meeting are enclosed for your review.

Again, our principal, (Principal’s Name), and I thank you for your contributions, time, and efforts through serving on this committee.

Sincerely,

Teacher’s Name  
Program Name

Reference Initials

cc: (Important people who should receive notification of person’s contribution - employer)