

(date)

Dear Workshop Participant:

Thank you for attending the (agency's) Air Quality Workshop. We hope that you found the workshop informative and worthwhile. Our primary goal was to increase your understanding of air quality and other environmental issues and to introduce and provide resources that will support your classroom instruction.

There were many topics covered during the workshop and the presenters did an outstanding job of sharing their expertise with you. If you would like to contact any presenter with questions, please see the attachment for their contact information.

You were a great group and your enthusiasm and positive spirit helped make our time together both productive and fun. Thank you for your comments and suggestions on the evaluations and I assure you that each will be given consideration so that future workshops will be even more of a success.

I wish you the best in the upcoming school year. If I can be of help in any way, or if you have questions, please feel free to contact me at (e-mail and telephone).

Again, thank you for being part of our Air Quality Workshop and please recommend this training to others in the future.

I wish you the best.

Sincerely,

(name of workshop lead)
(Work office/division)