**SAMPLE Thank You**

**PRESENTATION**

**EMAIL**

**To:** All [Company, School, Board, Business Name]

**From:** [Name]

**Date:** [Date]

**RE:** Attentive Driving for Life

Dear [Recipient Name]:

On behalf of the **Idaho Transportation Department,** I would like to thank you for extending an invitation for me to come and share with the [INSERT PRESENTATION GROUP] about [INSERT PRESENTATION GROUP].

I welcome your feedback on my presentation. Were there things the audience liked or didn’t like? If you have any comments on how to improve more effectively deliver this message to groups in the future, please feel free to share.

We are committed to providing you with the knowledge and resources you need to encourage [INSERT AUDIENCE] to make safe driving choices. Please contact me if you have any questions or need additional information. We look forward to partnering with you to eliminate death on Idaho’s roadways.

Sincerely,

[Your Name]

[Title]

[Contact information]