

Example Thank You: ElderStudy Member Presenter

Mary Washington ElderStudy

University of Mary Washington
1301 College Avenue
Fredericksburg, VA 22401-5358

<Date of letter>

<Member name>
<Member address>
<Member city, state and Zip Code>

Dear <Member name>,

Please accept the thanks of the Curriculum Committee and your colleagues for your excellent leadership of the ElderStudy Book Group discussion of **<Session Title>** on < date>. It is the active participation of members like you that makes our activities so rewarding.

Sincerely,

[insert name of individual signing letter]
for ElderStudy and the Curriculum Committee

Example Thank You: for Program with a Donation

Mary Washington ElderStudy
University of Mary Washington
1301 College Avenue
Fredericksburg, VA 22401-5358

<insert date of letter>

<insert presenter name>
<insert presenter affiliation if any>
<insert presenter street address>
<insert presenter city, state, and ZipCode>

Dear <insert presenter name>,

Please accept the thanks of the Curriculum Committee and the membership of the Mary Washington ElderStudy organization for the excellent program **Walking Tour of the Fredericksburg National Cemetary** given to the Mary Washington ElderStudy organization on <insert date of program>. It is anticipated that a donation will be made in your name to <insert recipient of donation> at the end of the ElderStudy Program Year.

The tour and its associated presentation were most interesting. The participants appreciated learning about more about the Civil War and its historical importance.

Sincerely,

[insert name of signer]
for ElderStudy and the Curriculum Committee

Example Thank You: for UMW Gallery Tour

Mary Washington ElderStudy
University of Mary Washington
1301 College Avenue
Fredericksburg, VA 22401-5358

<insert date of letter>

University of Mary Washington
University Galleries
Ridderhof Martin Gallery
<insert the name of Gallery contact>
1301 College Avenue
Fredericksburg, VA 22401

Dear the Gallery Staff,

Please accept the thanks of the Curriculum Committee and the membership of the Mary Washington ElderStudy organization for your leadership of the Gallery tours **“Exploring Patterns and Textures”**, at the Ridderhof Martin Gallery, and **“Solo Studio Art Faculty Show featuring Carole Garmon”**, at the DuPont Gallery, on September 21, 2010. In appreciation for your fine efforts, a donation will be given at the end of the semester to the Friends of the UMW Galleries.

Your comments and discussions were very interesting; the membership appreciated your leadership of the tours.

Sincerely,

[insert name of signer]
for ElderStudy and the Curriculum Committee