DATE

Dear NAME:

On behalf of the American Planning Association, I would like to express our gratitude for helping host the event [ACTIVITY TITLE] on [DATE]. We hope the participants found the experience to be rewarding, informational and fun. [INSERT PERSONAL MESSAGE ABOUT EVENT]

This event is one of hundreds that are currently taking place across the U.S. and abroad as part of [APA’s Ambassador Program](https://www.planning.org/diversity/ambassadors.htm). This program supports APA members who volunteer their time, experience and talents to advancing the public understanding of planning and promote the planning profession. We welcome any and all feedback, by emailing ambassadors@planning.org.

Here is a link to a [STORY, BLOG, POST, ETC.] for you to share and use in the manners that works best for you. Again, thank you for partnering with APA on this event. I hope we can collaborate in the future.

Sincerely,

NAME

COMPANY

TITLE