

APPENDIX MM: SAMPLE THANK YOU LETTERS



October 29, 2007

Dear Business Partner,

As Co-Chairs of the ERAPPA 2007 Host Committee, we would like to offer special thanks to you and your company for your support of our Conference as a Business Partner. We were very pleased to have your support and attendance at the Conference in Ottawa. Without our Business Partners, this Conference would not have been the success that it was and for that we thank you.

We look forward to your continued support of ERAPPA and your attendance at the ERAPPA 2008 Conference in Baltimore, MD.

Yours truly,

Darryl K. Boyce

Assistant Vice-President
(Facilities Management and Planning)



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Ottawa, ON
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Director
Physical Resources Service



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October 17, 2007

Dear Education Program Presenter,

As Co-Chairs of the ERAPPA 2007 Host Committee, we would like to thank you for participating in the Conference Education Program. We were very pleased to have your support and attendance at the Conference in Ottawa.

You were the major reason that we received overwhelmingly positive feedback from our education session participants. Without our Education Program Presenters, this Conference would not have been the success that it was and for that we thank you.

We look forward to your continued support of ERAPPA and your attendance at the ERAPPA 2008 Conference in Baltimore, MD.

Yours truly,

Darryl K. Boyce

Assistant Vice-President
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