Thank You Letter for Interviewees

(Date)

Interviewee Name

Address

City, MN Zip

RE: Dementia Friendly Community Interview

Dear (XXXXX),

Thank you very much for sharing your ideas, insight, and time with us for our dementia-friendly community project. Our team is moving forward collating the information gained from community-wide interviews to help us develop a community action plan .

Your interview comments will help us address gaps in our community. If you think of anything we did not discuss, please call us at the numbers listed below.

The results of the community-wide interviews will be shared at a community meeting scheduled for (date, time) at (place, address). We hope you can join us.

Thank you again for your willingness to participate and your interest in making our community dementia friendly.

Best regards,

(Jane Doe, 612-xxx-xxxx)

(Jane Smith, 218-xxx-xxxx)

*Enclosures (if needed)*