



KANSAS

Kansas Historical Society

MARK PARKINSON, GOVERNOR

Thank you Letter Sample

Thank You!

On behalf of the Kansas Day committee, I want to thank you for helping to make this year's Kansas Day a success. The day ran smoothly, visitors stayed for extended periods of time and seemed to enjoy themselves, evaluations from teachers had many good comments, and overall the day was a success. Kansas Day is a huge event and it wouldn't be possible without the assistance of countless people who help prepare ahead of time, work during the event itself, and clean up afterwards. It truly is a community event from the committee planning it to the people working it. Thank you for helping to make the day possible!

I heard many great things from visitors. During the day many people come up to compliment us on how smoothly the event ran or how successful it seemed. Evaluations from teachers also included positive comments. I wanted to share a couple of them with you:

"It was great! The people in the various posts were very helpful & knowledgeable."

"Thanks so much to the lively volunteers."

I've attached an evaluation form. Please share any thoughts you have with the committee. We DO look at your comments when wrapping up this year's event and planning for next year. I am interested in hearing about things that went well and places we need to improve.

Thanks!

Jane Smith

Kansas Day Coordinator