

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I wanted to take a moment to thank you for participating in the EHR system training on [Date of Training]. We appreciate your commitment to enhancing our patient care through the effective use of our electronic health record system.

As a follow-up, I would like to provide you with some additional resources and information that may assist you as you begin to utilize the EHR in your daily practice:

1. **Training Materials**: Attached, please find the slides and handouts from the training session for your reference.
2. **FAQs**: I have included a document answering frequently asked questions about the EHR system.
3. **Support Contact**: Should you have any questions or require assistance, please do not hesitate to reach out to our support team at [Support Team Contact Information].

We are confident that the EHR system will improve our workflows and patient outcomes. Your feedback during the training was invaluable, and we encourage you to share any further thoughts or suggestions you may have.

Thank you once again for your dedication. We look forward to seeing the positive impact of the EHR system in our organization.

Best regards,

[Your Name]  
[Your Title]  
[Your Organization]