

[Your Organization's Letterhead]

[Date]

[Participant's Name]

[Participant's Address]

[City, State, Zip Code]

Dear [Participant's Name],

Subject: Acknowledgment of Participation

We are pleased to acknowledge your participation in [Event/Program Name] held on [Date(s)]. Your involvement was instrumental in the success of this initiative.

We appreciate your contributions and insights, and we hope that you found the experience valuable.

Thank you once again for your participation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]