[date]

[name]

[street address]

[city, state zip code]

Dear [Mr./Ms./Dr.] [name]:

Thank you so much for participating in National Chemistry Week (NCW) outreach! It was a very busy and productive time with events at [list venues]. Our efforts here in [location/region] reached more than [number] young people [or other audience type] with positive messages about chemistry and the environment!

Thanks also to each one of you from other organizations that teamed up with us, as well as our dedicated ACS members (new and returning) for volunteering to join us in our NCW efforts!

[insert something relevant to what the particular volunteer did for you, or something related to the event; if you received any thank you notes from those with whom you interacted, a quote could be included as well]

NCW [year] was a fun and joyful celebration of the chemistry in [topic]!

Please visit [local section website URL] to view some of our favorite pictures from the various events. Thanks again for your support!

Sincerely,

[name]

National Chemistry Week Coordinator