

Sample Letter of Appreciation

[Letterhead]

[Date]

[Name], [Title]

[Affiliation]

[Address]

[City], UT [Zip]

Dear [Name],

Thank you for your dedicated service on the [Program] Advisory Board. The success of this program relies heavily on the expertise and participation you have generously provided.

Your help and recommendations have enabled us to enhance the program, better preparing UVU students for successful careers. Our students have already benefited from your insights, and we plan to implement further improvements based on your suggestions.

Please accept my heartfelt appreciation.

Sincerely,

[Your Name]

Department Chair

Cc: Committee Chair