[Name]

[Street address]

[City, state zip code]

[Date]

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

Thank you so much for participating in Chemists Celebrate Earth Day (CCED) 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 who teamed up with us, as well as our dedicated ACS members (new and returning) for volunteering to join us in our CCED 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]

CCED [Year] was a fun and joyful celebration of the chemistry in [topic i.e. the atmosphere, water, recycling, soil and plants]!

Please visit [local section website URL] to view some of our favorite pictures from the various events.

Thanks again for your support!

Sincerely,

[name]

Chemists Celebrate Earth Day Coordinator