

Managers – Please distribute this thank you letter template to applicant once course work is complete. The Kronier Family, sponsor of the Education Fund, receives a fund update from the Richmond Hospital Foundation, but this letter also provides a person touch, from recipient directly to the funder. When complete, please return to Richmond Education at RichmondEducation@vch.ca.

<<Insert date here>>

Dear Kronier Family:

RE: Kronier Family Education Fund support of (insert name here) to (insert course here)

Thank you for your support of my ongoing professional development.

On *(insert date here)*, I attended *(insert course here)*. This education opportunity will allow me to *(insert in own words how this learning will benefit the recipient and, by extension, patients, clients or residents)*.

The Kronier Family Education Fund, sponsored in partnership with your family, has allowed me to access an advanced clinical education opportunity to ensure that patients, clients and residents receive the best, safest and most up-to-date care possible.

Again, thank you for your continued support of the Richmond Education Fund.

Sincerely,