

STATE ADVISORS:

Sample Thank You Letter to Administrators

July 2022

<Administrator School>

<Address>

<City, State, Zip>

Dear <Administrator>,

I would like to take this opportunity to recognize a valuable member of your faculty. <Teacher name> has served <State> HOSA not only as an advisor, but as a conference volunteer. <State> HOSA sponsored a competitive event at the 2022 HOSA International Leadership Conference (ILC) and assisted with other conference events as well. <Teacher name> spent several hours working at the ILC to make sure these events ran smoothly and efficiently.

<State> HOSA continues to grow - our organization added <number> members this past year setting a new membership mark of over <total number> members. Also, the annual ILC in Nashville was the largest to date with more than 10,000 students competing and over 12,000 people attending. <State> HOSA was well-represented with nearly <number of ILC attendees> attendees, and recognized during the Competitive Event Awards Ceremony – we had <number of top ten finalists> top ten finalists with <number of medalists> medalists! This success is directly related to the commitment of our <state> HOSA advisors.

We realize that HOSA advisors have other responsibilities at HOSA events, so we are truly appreciative of their dedication to ensure fairness for all our members. Advisors like <teacher name> have made <state> HOSA the outstanding organization it is today and we wanted to recognize these efforts.

If you have any questions, or if I can be of assistance in any way, please contact me at <phone/e-mail>. Thank you for your support of <state> HOSA!

Sincerely,

<Your Name>

<State> HOSA State Advisor