

**Sample Thank You Letter for Meeting**

*(Local Agency Letterhead)*

*(Date)*

*(Name)*

*(Agency)*

*(Title)*

*(Address)*

*(City, State, Zip Code)*

Dear *(Contact Name)*,

On behalf of the *(Local Agency Name)*, thank you for the opportunity to meet concerning the WIC Program. The services that WIC provides to the target population is very important.

The information discussed will assist your agency in understanding the WIC Program. If you have further questions or would like additional information, feel free to contact me at **(Phone Number)**.

I look forward to working with your agency to promote the WIC Program in our community.

Sincerely,

*(Name)*

*(Title)*