*(Date)*

Dear *(Name, Position)*

On behalf of the California State Polytechnic University, Humboldt Emeritus & Retired Faculty & Staff Association (ERFSA-Humboldt), we would like to express our warm gratitude for your presentation on *(Presentation Date)****,****(Presentation Title)*.

Your talk was extremely informative, and it was also apparent that every person at the event was engaged by your talk.

We sincerely appreciate you taking the time to share with us such interesting and valuable knowledge along with your experiences. The presentation earned a positive response, and we consider it to be a success.

With warmest regards,

ERFSA-Humboldt Executive Committee Members:

Marshelle Thobaben, Emerita Professor, Nursing, President, and ERFSA Representative to the University Senate

Jeffry Borgeld, Emeritus Professor, Oceanography, Membership Chair
Lou Ann Wieand, Emerita Professor, Psychology, Treasurer
Susan Dobie, Emerita Lecturer, Communications, Program Chair
Kumi Watanabe-Schock, Emerita Library Media Coordinator, Communication Chair
Mark Johnson, Liason with the President’s Office, Acting Vice President, University Advancement and Executive Director, Cal Poly Humboldt Foundation