# Phase 2: Thank You Letter to Interview or Focus Group Participant

(Date)

Interviewee Name

Address

City, State, Zip

RE: Dementia Friendly (Community Name) Interview or Focus Group

Dear (xxxxx),

Thank you very much for sharing your ideas, knowledge, and time with us to improve opportunities and outcomes for people with dementia and their care partners.

Right now, our team is collating the information gained from community-wide interviews and focus groups. The data will be used to help develop and prioritize an action plan to address gaps and opportunities in (Community).

We hope that you will be able to join us to hear the results of the interviews and focus groups at a community meeting at (place, address) on (date) at (time).

In the meantime, if you think of anything we did not discuss that would be helpful, please feel free to call us at the numbers listed below. We appreciate your ongoing interest and hope you will continue to take part in this important community effort.

Thank you again for your willingness to participate and interest in helping to make our community dementia friendly.

Best regards,

(Jane Doe, 612-xxx-xxxx)   
(Jane Smith, 218-xxx-xxxx)

Enclosures (if needed)