*(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, Co-Chair, HSU University Senate Representative

Ken Fulgham, Emeritus Professor, Rangeland Resources Sciences, Co-Chair and Treasurer

Jeffry Borgeld, Emeritus Professor, Oceanography-Membership Chair  
Bernadette Cheyne, Emerita Professor, Theatre, Film and Dance, Program Chair  
James Floss, Emeritus Lecturer, Communications, Communications Chair  
Susan Dobie, Emerita Lecturer, Communications, Development Chair