

Thank You Letter

A thank you letter can be written by either your school's ACES/Bike to School Day organizer or the students who participated in the event.

Date

Name

Address

City, State, Zip

Dear Name,

Option 1 – Written by the ACES/Bike to School Day Organizer

On behalf of *(name of school)*, thank you for participating in ACES and Bike to School Day. Your participation in our celebration helped emphasize that physical activity is important for everyone—an important message for children to learn.

We hope the event was fun as well as educational for you. I have attached photos and media coverage from the festivities.

Thanks again for your help.

Option 2 – Written by Students

The students at *(your school name)* thank you for attending our ACES and Bike to School Day event. We hope you had as much fun as we did.

We are enclosing a photograph of the event for you to keep and a copy of the story that was in the newspaper.

Sincerely,

ACES/Bike to School Day Organizer or Student Name

Your Position with School or Class and Grade of Student