[CURRENT DATE]

To: [NAME]

Thank you for your willingness to participate in [MY INTERVIEW/OUR FOCUS GROUP] which took place at [PLACEMENT LOCATION] on [DATE].

Your contributions, along with those from the other participants, were analyzed for themes and then synthesized into a report for the [CLINICAL PROGRAM]. The report describes the themes, highlights key interprofessional activities that are making a positive difference, and makes suggestions for continued interprofessional and collaborative practice success. To read the report please contact:

Thank you again for your time and best of luck with your continued interprofessional collaborative practices.

[NAME]

Cc:

(participant’s supervisor/manager)