

Date

| «NameCredentials» «Title» «Organization» «Address1» «Address2» «CityStZip» | |
|--|---------------|
| Dear «Supervisor/Administrator»: | |
| During the past year, [OTA member]'s participation on the AOTA [committee, commission, task group] has been an extremely valuable contribution to the Association and the occupational therapy profession. The generous volunteer service of our members enables us to [statement about the work of the group]. Your support of [member]'s participation is sincerely appreciated. | |
| Sincerely, | |
| Chairperson | Staff Liaison |
| cc: [member] | |
| | |

NOTE: This template is a thank you letter to employers that can be sent by AOTA to the employer at the request of an AOTA member who has held an AOTA volunteer position.