**Sample Thank You Email For Attendees**

Dear [Title Surname/First Name (depending on whether you spoke on first name terms at the event)],

I am emailing on behalf of [Name of Organisation(s)] to thank you for attending our #VisitMyMosque Day on [Day]. It was a pleasure to meet you and we really appreciated your support for our event. I hope that we will meet again before long.

We are planning to hold another event to bring the community together. [Brief explanation of what the event is]. If you would like to help in any way with this event, provisionally planned for [Date], I would love to hear from you. We will be having our next planning meeting on [Date].

I will be sending out details of the event nearer the time.

Once again, many thanks for your support.

With best wishes,
[Name Surname]
[Address] [Telephone] [Email]