### Thank You Note

ON INSTITUTIONAL LETTERHEAD OR VIA E-MAIL

**WE ENCOURAGE YOU TO TAILOR THIS NOTE TO MEET YOUR**

**INSTITUTION’S COMMUNICATION STYLE.**

Dear **<First Name>\***,

Thank you for providing your students with the opportunity to complete the Community College Survey of Student Engagement(*CCSSE*) in your class. The survey results will assist us in identifying what further action may be helpful in our continued work to support and strengthen teaching, student learning, and student retention. Again, thank you for your time and cooperation.

Sincerely,

**[Campus Coordinator]**

**[Campus Coordinator Title]**

**[Campus Coordinator Phone Number]**

**[Campus Coordinator E-mail Address]**

\* [ XX ] indicates text to be inputted by Campus Coordinator

 < XX > indicates name of potential merge field from Excel sample file