

Chapter 7 - Appendix B

Thank You Letter

[Thank You Letter on Sponsor Letterhead]

[Name]
[Title]
[Organization]
[Address]
[Date]

Dear [Name]:

Please accept my thanks for having members of your organization participate in the recent Ports and Waterways Safety Assessment (PAWSA) workshop held for the [Waterway Name]. I especially would like to thank [Name of Participant] whose professionalism and expert contributions were instrumental to the success of the workshop. As an integral member of the local community, your agency's input, along with that of other key professional waterway users and stakeholders, will ensure that the perspective and interests of the local maritime community are heard and incorporated into the decision making processes for local risk mitigation improvements.

As discussed at the completion of the workshop, a final report was prepared based on the information collected during the workshop. Enclosed is the *PAWSA Workshop Report*, which is a compilation of the participant's input into waterway risk categories and their assessment of the appropriate mitigation measures for addressing risk within that waterway. This report also contains an in depth analysis and recommendations for next steps in implementing solutions that are both cost effective and meet the needs of the waterways users and local community.

Based on your efforts, I feel confident that we have a solid baseline from which to work to manage waterway risk while maintaining our mutual high standards for safety, environmental protection, and efficiency of the waterway. Thank you again, and I look forward to working with you on future waterway endeavors.

Sincerely,

[Sponsor Name]
[Title]

Enclosure: *PAWSA Workshop Report* for the [Waterway Name]