

The letter can form the text of the email you send to your host with your final deliverables.
Please send by the end of Week 12.

Host Thank You Letter

This should be a both professional and personal letter that accompanies your final project deliverables. We hope that you will be able to share some of your reflections with your hosts while also providing direction on recommended next steps and descriptions of the work products the team created.

Here is an excerpt from one team's heartfelt letter to hosts:

<http://globalhealth.mit.edu/livingroomintl-sp11-team/>

Yours may not be as extensive and you may feel differently--you will find the voice that works for you.

Some suggested guidelines for the letter:

- Include a list of what's enclosed in the email, along with a description of the item.
- Look back on the work over time: summarize each of your major work phases (e.g., early work, scope, pre-trip, on-site, post-trip) and call out something you learned or appreciated in a few of those phases.
- Mention the people you worked with by name and the ways in which you worked together.
- State your hopes for what the host will do following the project.
- If appropriate, end with a reflection from your team members (e.g., what will you continue to do).
- Sign the letter with the names of all of the team members.

Don't forget to enclose all of your intended attachments!

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