[Date]

Dear [name],

We want to express our sincere gratitude for your participation in [insert name of project/activity]. Your involvement played a vital role in helping us [acknowledge contribution and its perceived impact/value].

We will keep you informed about the progress and outcomes of this research. We will provide you with an update about [insert text] in approximately [insert months].

An online survey link will be sent to you soon via email. The survey will be brief and will ask for your feedback on your participation in this research. Your feedback is crucial to help us improve how we involve the public in our future research.

[insert details about honorarium if applicable i.e., when to expect it, how much it will be (ensure this was the amount agreed/offered at the outset) and where it will be sent to (gift voucher to their personal email or other?)]

Thank you once again for your valuable contribution, and we hope you enjoyed your participation.

With best wishes,

[Signature;

Name;

Title]