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Dear [name],

Thank you for your valuable input as part of the Young People’s Panel interviewing for the role of [**ROLE**] on [**DATE**]. Your views will be considered by the staff who also met with the interviewees and will be a very important part of helping them reach a final decision.

The feedback you gave us in the Young People’s Panel Survey will also help us understand how you felt about today and what we can do to make the experience the best it can be for other young people like you who do the important job of sitting on a Young People’s Panel.

Please find enclosed with this letter a certificate to celebrate your involvement [*also add in details here of any rewards or vouchers if applicable*].

If you have any other feedback or questions, please don’t hesitate to contact us. Once again, thank you for taking part.

Yours sincerely,

[Staff Name]

Graphical user interface, application, website

Description automatically generated[Staff Job Title]