[Please type on headed paper with your organisation header/logo]

[Member of Senior Management Team]

[Organisation Address]

[Date]

**Letter indicating the contribution of Active Herts to the [programme name]**

Please include:

* Details of your organisation including type of organisation, location, role in commissioning/delivering physical activity promotion/intervention, and your position in the organisation.
* A brief summary of how you came to hear about the Active Herts programme and how this influenced/helped the design of the materials/approach for [Programme Name].
* How you’ve used those materials and what effect you have observed from your programme e.g. the number of people referred and evaluated, and any comments/outcomes in terms of changes in behaviour and wellbeing.
* Anything else you’d like to add.

Sincerely,

[Name]

[Job Title]