[Date]

[Address of recipient]

Dear [name of recipient]

On behalf of the University of British Columbia’s Teacher Education Office, I wish to extend my sincere appreciation for the time and energy you committed in hosting teacher candidate, [Ms/Mrs.Mr. name of TC], during their 3 week Community Field Experience.

It is through your kind and generous efforts that [Ms/Mrs.Mr. name of TC] has been able to not only financially afford their CFE, but it has also offered them the time to focus fully on their community field experience (CFE) and the job of becoming a well-rounded and internationally-minded educator.

I hope that you were able to benefit from the presence of a UBC teacher candidate working in your organization, and I encourage you to leave feedback through our [CFE Partner Feedback Form](https://cfe.educ.ubc.ca/community-partners/feedback-form/).

With sincere regards,

[FA Name]

[cc]

[bcc]