

Sample 'thank you' letter

20 February 2006

The Honourable Julie Bishop, MP
Minister for Education, Science and Training
House of Representatives
Parliament House
CANBERRA ACT 2600

Dear Minister

I appreciate you taking the time to respond to my letter, and for acknowledging what I had to say about future funding for the Cooperative Research Centre (CRC) for *Construction Innovation*.

We truly believe that innovation holds the key to a more sustainable, safer and profitable construction industry, and reiterate our support for the Government's CRC policy. Please do not hesitate to contact me personally if you have any further questions.

Yours sincerely

Your Name
Your Title