

Dear [Attendee's Name],

Thank you for attending the Contingency Planning Workshop held on [Date]. We appreciate your participation and valuable insights during the session.

As a follow-up, we would like to share the workshop materials and a summary of key discussions. Please find them attached to this email.

We encourage you to review the materials and share any feedback or additional thoughts you may have. Your input is crucial in refining our contingency planning efforts.

Should you have any questions or wish to discuss the topics further, please do not hesitate to reach out.

Thank you once again for being a part of this important initiative. We look forward to working together towards enhancing our preparedness.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]