

Month XX, 20XX

Member Name
Member Company
Member Address

Dear, Member Name Here:

As your service ends, we would like to express our sincere gratitude on behalf of the Department of Homeland Security (DHS) for your valuable service on the Homeland Security Advisory Council.

The Homeland Security Advisory Council has made significant contributions through its nonpartisan and organizationally independent advice and recommendations on critical homeland security issues. This kind of dialogue and interaction is key to ensuring the Department is well informed.

On behalf of all the individuals with whom you worked at the Department, thank you for your time and service. You have helped empower our stakeholders and improve the foundation upon which the Department will confront future challenges.

Yours very truly,

Secretary's Name
Secretary, Department of Homeland Security