**PFAC Check-in Email Template**

<insert name>

Thank you so much for your participation in the <insert PFAC name> for the last <insert membership length>. We are checking-in with you to review your membership and ask for your feedback.

Please reply to [<insert](mailto:patient.engagement@fraserhealth.ca) contact> by **<insert date>**.

1. You are <insert length> through your <insert number> term. Please let us know if your circumstances have changed and you are no longer available to serve on the council.

1. What aspects of the <insert PFAC name> have worked well for you?

1. Do you have any suggestions on ways to improve the <insert PFAC name>?

You have been such a valuable member of the council and I have really enjoyed working with you. You are <insert individual strengths / what you appreciate about their participation>.

I welcome any questions you may have,

<insert name>