

THANK YOU LETTER TEMPLATE

Use the following sample to help create thank you letters for everyone that participates, donates, sponsors or volunteers with the event. Acknowledging their support may inspire them to come out again next year!

Date

Name

Address

City, Province, Postal Code

Dear *[Insert Name]*,

On behalf of the organizing team/committee for *[Event Name]*, I want to sincerely thank you for your generous *[support/participation/sponsorship/volunteerism]* at our event held on *[Date]*, in support of Cortellucci Hospice Vaughan.

Because of you we raised over *[\$Amount]* to help Cortellucci Hospice Vaughan provide compassionate, dignified care to individuals and families facing the end-of-life journey. Your thoughtful contribution will help sustain client care, caregiver relief, grief counselling support, and therapeutic activities - all of which are offered free of cost to those in need.

Just over 50% of its operating budget is funded by the Ontario government, Cortellucci Hospice Vaughan must raise nearly \$2 million annually to continue delivering these critical services. By supporting our event you played a vital role in helping sustain hospice care right here in our community.

Thank you again for your continued support. We are truly grateful to have community partners like you by our side, and we look forward to welcoming you back next year.

Sincerely,
[signature]

Name

Title

Email / Phone number

[Include a link to your online event page (if applicable)]