

SAMPLE THANK YOU LETTER or EMAIL

Dear Friends,

I want to share the good news about our just concluded United Way campaign.

Our employees contributed \$ **(INSERT AMOUNT)**. Combined with our corporate gift of \$ **(INSERT AMOUNT)**, this means **(INSERT COMPANY NAME)** has contributed a grand total of \$ **(INSERT AMOUNT)** to help our community.

This says a lot about us as individuals and as an organization. It says we appreciate our quality of life, we want to help others and we don't mind doing our part to keep the Marion County community a special place to live and work.

Thank you for your kindness and generosity.

A big THANK YOU also to **(INSERT NAME OF EMPLOYEE CAMPAIGN COORDINATOR)** and **(his/her)** team for managing the campaign and doing such a great job!

One final note: Often, after these campaigns, I get asked "What's United Way doing with all the money it just raised? What is being accomplished?" Today it's easier than ever to answer those questions. Just go to United Way's website at www.uwmc.org It will tell you what your gift is accomplishing, who you're helping, how you can get further involved through volunteering, and where you can turn if you need help.

Again, thank you for your involvement in our LIVE UNITED campaign. You're the reason we live in such a great community.

Sincerely,

(INSERT CEO NAME AND SIGNATURE)