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## It's Always Important to say Thank you!

It is very important to thank you to everyone involved in your special event. You should thank your helpers, donors and the principal or group leader where the event took place.

It may seem like a time consuming task, but in the end, it is worth it! If you send a short note thanking people for their time and donations, they may be more willing to help you again with a future event.

The letters below are examples of letters you can use. All you need to do is re-write the letter by filling in the missing information where indicated, print it out and mail it.

If you are allowed to use letterhead stationary for your school, after-school group or community organization, it's nice to print your letter on this stationary for a more professional look. If you don't have stationary, just create your own.

### Sample Thank You Letter for Donor:

*Date*

*First Name, Last Name*

*Street Address*

*City, State, Zip Code*

Dear *(First name and Last name)*;

On behalf of the staff, volunteers and students of *(your school or group name)*, I wanted to write and thank you for your generous donation of *(type of donation)*. Your donation will be given to the Yakima Humane Society serving our entire community.

Your contribution will help offset the cost of caring for the thousands of homeless animals that the Yakima Humane Society assists each year.

Thanks to your donation, the *(event name)* was a great success.

Sincerely,

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(Your name)

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(Supervising Adult name)

**Sample Thank You Letter for Your Helpers:**

*Date*

*First Name, Last Name*

*Street Address*

*City, State, Zip Code*

Dear *(First name and Last name)*;

On behalf of the students (or members of your group) of (your school or group name), I am writing to thank you for helping us with our (type of donation drive or event) drive. The donations we collected will be given to the Yakima Humane Society serving the entire community.

Your volunteer work was greatly appreciated, and I could not have run such a successful event without your help.

I hope you will be able to join us at our next event.

Sincerely,

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(Your name)

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(Supervising Adult name)