Sample Thank You Letter

{Insert local PTA logo}

{DATE}

Dear {Insert name of volunteer/donor}:

On behalf of the {Insert name of PTA}, I would like to personally thank you for your recent contribution of {time, resources, financial support} to the “Get Off Your Apps” Physical Activity Event. This event could not have been a success without the dedication and hard work of people like you.

I am happy to report that more than {Insert # of attendees} parents, caregivers, students and community members came together to enjoy our Physical Activity Event, sponsored by Goya-Move. We feel confident that by encouraging students to leave their electronics and participate in activities hosted by the PTA, we are helping more students stay healthy and active.

Once again, thank you for your efforts!

Sincerely,