{Insert local PTA logo} 

Sample Thank You Letter

{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 *Take Your Family to School Week*. 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 exciting week of activities. We feel confident that by encouraging students to remain energized about learning, we are creating brighter futures for families.

Once again, thank you for your efforts!

Sincerely,