



Middlesex United Way

Sample Letters: Thank You Letter

Dear [Insert employee name]:

Everyone has something to give, and I would like to give you my heartfelt thanks for contributing to the 2009/10 United Way Community Campaign.

I'm pleased to report that our overall campaign result was \$[insert dollar amount]. Of that amount, \$[insert dollar amount] was contributed by generous employees like you and \$[insert dollar amount] was made as a corporate gift. We also raised \$[insert dollar amount] through special events.

Through your contribution to United Way, you are taking a stand for what you believe in at a time when our community needs it most. You can be assured that United Way upholds the highest of financial standards and invests our contributions where they are used effectively and efficiently to produce measurable results that advance the common good.

Consider becoming a volunteer. United Way can connect you to diverse volunteer opportunities in your town. Visit their website for a listing at volunteer.united-e-way.org/muw/volunteer.

A heartfelt thanks once again for your contribution to our successful campaign! [Insert company name] has shown that we all **LIVE UNITED!**

Sincerely,

Signed by CEO