

THANK YOU!!

Please find the following enclosed:



Sample Letter to Participants



Sample Letter to Sponsors

Joe Smith Memorial Golf Tournament



Springville Golf Course • 16601 West Main Street • Springville, MD 22212

Date

Name
Address

Dear Name,

Thank you so much for your participation in the Joe Smith Memorial Golf Tournament. It turned out to be a wonderful success. In all, we raised \$?,000 to benefit the American Institute for Cancer Research.

We could not have done it without your help. It really turned out to be an enjoyable and exciting day. Together, with your support, I hope to make this an annual event that will bring the community together and raise funds for this important organization every year. Your participation means a lot.

I have enclosed a photo of the event as a memento. If you would also take a moment to fill out the enclosed comment card with any suggestions for improvements next year, and what should stay the same, we can assure that the event gets better every year.

I appreciate your time, and I hope to see you next year!

Sincerely,

Tom Smith
Event Coordinator

Joe Smith Memorial Golf Tournament



Springville Golf Course • 16601 West Main Street • Springville, MD 22212

Date

Name
Address

Dear Name,

Thank you so much for sponsoring the Joe Smith Memorial Golf Tournament. It turned out to be a wonderful success. In all, we raised \$?,000 to benefit the American Institute for Cancer Research.

We could not have done it without your help. There was a real sense of community that would not have been possible without the support of local businesses like The Local Pizzeria. I do hope that we can count on your support again next year.

Together with your support, I hope to make this an annual event that will bring the community together as well as raise funds for this important organization every year. Your contribution means a lot.

I have enclosed photos of the event and your acknowledgement plaque.

Thank you again, and I hope to see you next year!

Sincerely,

Tom Smith
Event Coordinator