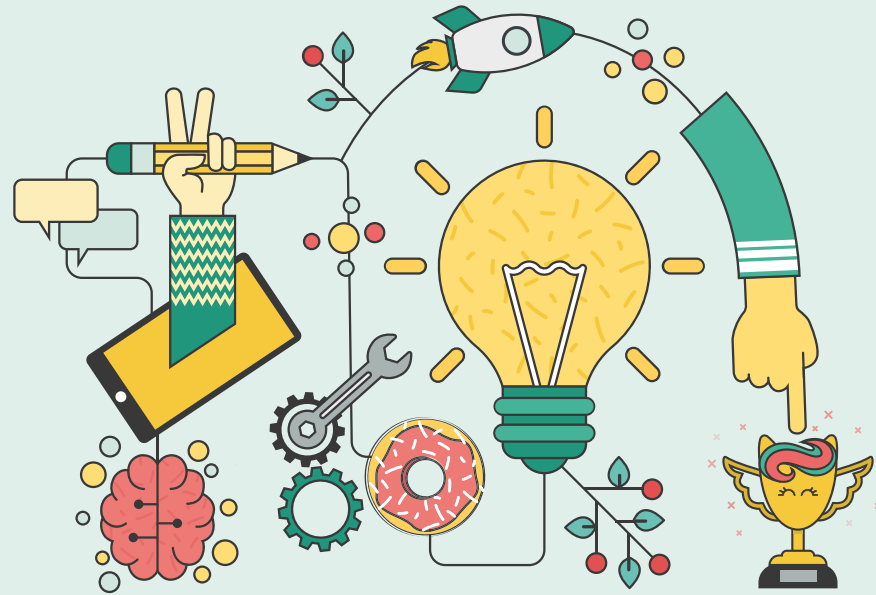


TOOL INSPIRED BY



# The Project **FACTORY**

STEP 6. WRAP UP THE FUNDRAISER

## Thank you email templates

# Personalized thank you emails

Whether you're a school leader, project leader or team member, this tool will give you email templates to thank your supporters and share your fundraising progress with them.

**You can be creative and adapt them to your situation.**



## Tip

It's always a good idea to personalize the email by addressing the recipient by their first name and, where appropriate, adding a brief introductory note for each person. A short sentence at the beginning can do the job! The main thing is to ensure your recipient doesn't feel like they're receiving a generic form letter but rather like you're speaking to them personally.

# End-of-fundraiser announcement

## Template for school mentors/leaders



### Target audience

Teachers and professionals from the school and/or parents

(existing school email list)

#### EMAIL SUBJECT:

Thank you for your support!

---

Dear **NAME(S)**,

We are thrilled to announce today that we have achieved **% OF OUR GOAL ACHIEVED** of our goal. We'd like to extend our sincere thanks for your support throughout our fundraiser. Your generosity has made a real difference!

For those of you who purchased **PERKS**, we will let you know by email when they are available for **INSTRUCTIONS FOR PICKING UP PERKS**.

Now that we have raised the funds we needed, we can **SPECIFY**.

Once again, THANK YOU, and we hope to see you soon!

**YOUR NAME**

## Example

**EMAIL SUBJECT:**

Thank you for your support!

---

Dear parents and guardians of Class 601,

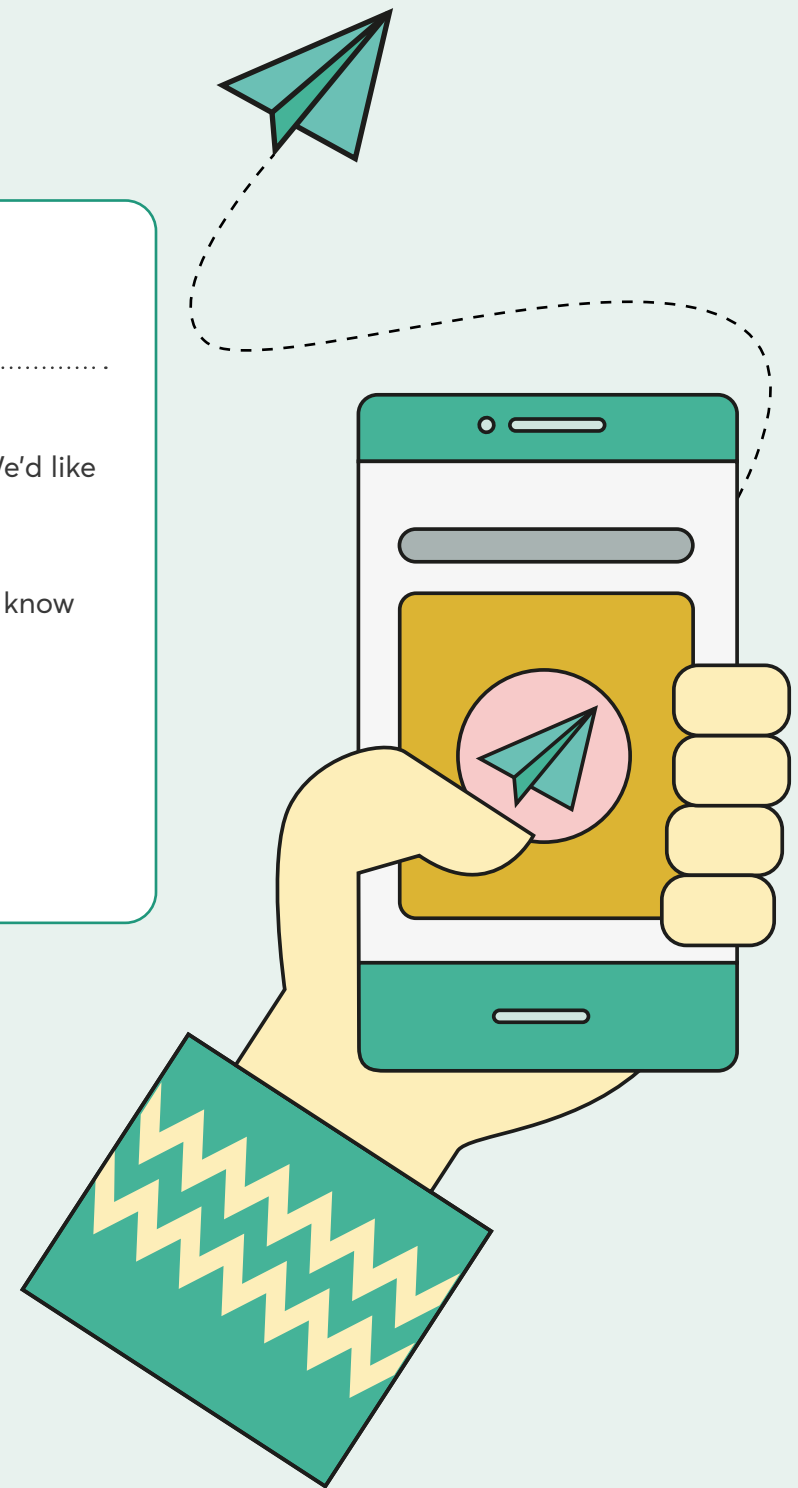
We are thrilled to announce today that we have achieved 110% of our goal. We'd like to extend our sincere thanks for your support throughout our fundraiser. Your generosity has made a real difference!

For those of you who purchased treats through the fundraiser, we will let you know by email when you can pick them up at the school's office.

Now that we have raised the funds we needed, we can begin booking accommodations, transportation and events for our Toronto trip.

Once again, THANK YOU, and we hope to see you soon!

- Ms. Nathalie and the students of Class 601



# End-of-fundraiser announcement

## Template for team leaders/members to send to their family and friends



### Target audience

Family and friends  
of team members

#### EMAIL SUBJECT:

Thank you for your support!

---

Dear **NAME**,

I am thrilled to announce today that I have achieved **% OF GOAL ACHIEVED** of my goal. I'd like to extend my sincere thanks for your support throughout my fundraiser. Your generosity has made a real difference!

You will get an email when your **NAME OF PERK** is available for **INSTRUCTIONS FOR PICKING UP PERKS**. Stay tuned!

Now that I have raised the funds I needed, I can **SPECIFY**.

Once again, THANK YOU, and I hope to see you soon!

**YOUR NAME**

## Example

**EMAIL SUBJECT:**

Thank you for your support!

---

Dear Mary,

I am thrilled to announce today that I have achieved 110% of my goal. I'd like to extend my sincere thanks for your support throughout my fundraiser. Your generosity has made a real difference!

You will get an email when your treats are available for pickup at the office. Stay tuned!

Now that I have raised the funds I needed, I can focus on finishing the school year on a high note and then making the most of my year-end trip to Toronto.

Once again, THANK YOU, and I hope to see you soon!

Alix

