Ottawa Hospital Foundation

Thank You Letter Guide

Date

First Name Last Name

Address

City, Province Postal Code

Dear First Name,

I am writing to thank you so very much for supporting my event, NAME, held on DATE at LOCATION. It was a huge success, thanks to you! Through your support, we were able to raise $XXXX for a hospital that truly is an integral part of our community, and the central hub for healthcare in this region.

We all know that The Ottawa Hospital provides patients with world-class care, but they also do so much more. Their groundbreaking research allows them to be on the cutting-edge of the latest discoveries, and treatments. And they are also out in our community, working with partners to help ensure that great care isn’t just delivered in the hospital, it’s delivered where and when we need it.

I believe in The Ottawa Hospital, and I believe we should all do what we can to support it. That’s why I organized NAME, and why I will continue to organize events like this. Thank you again for your support. It means so much to me and I hope I can count on you again in the future.

All the best,

Your Name

Community