

SAMPLE

# Thank You Letter

*A thank you letter can be used to thank donors, sponsors, guests and other supporters of your event.*

Date

Name

Address

City, Province, Postal Code

Dear **[insert name here]**,

Thank you so much for your generous support of **[event name]** on **[date]**! Your contribution and support helped raise **[\$XX]** for Women's College Hospital Foundation (WCHF). On behalf of everyone involved in **[event name]**, I would like to extend my deepest gratitude for your **[gift/ sponsorship]**.

By advancing groundbreaking research, care and health system innovation taking place at Women's College Hospital (WCH), your generosity will help change and save countless lives. As Canada's leading and only fully ambulatory, academic hospital dedicated to revolutionizing the health of women, WCH is where the future of healthcare begins.

I am so grateful to you for being part of an incredible donor community that's working together to achieve a brighter future for the health of women and their families.

For more information about WCH and WCHF, please visit [www.womenscollegehospital.ca](http://www.womenscollegehospital.ca) or [www.wchf.ca](http://www.wchf.ca).

If you have any questions or would like to discuss the impact of your donation further, please do not hesitate to contact Women's College Hospital Foundation at 416-323-6323. For event-related questions or to discuss how you can host an event in support of WCHF, please contact [kat.biondi@wchospital.ca](mailto:kat.biondi@wchospital.ca) or 416-323-6323 ext. 2339.

Thank you once again!

Warmest regards,

**[Signature]**

Name

Title

Email

Phone