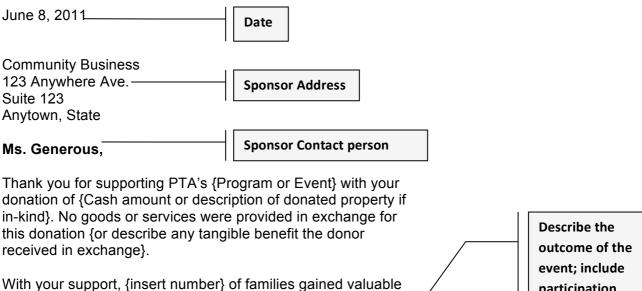


After your event, send thank you letters to all those who contributed resources, whether cash or in-kind, to support your program. This meets their need for a letter to verify their donation (for tax purposes) and helps build relationships and encourage sponsors to continue to support your PTA.

Be sure to include the school or PTA's tax identification number and a description of what was donated. If a donor provides goods (anything other than cash), keep in mind that IRS guidelines prohibit you from determining the items' value—provide a description instead.



With your support, {insert number} of families gained valuable tools and resources to support their children's education and overall well-being! Your donation will result in long-lasting benefits for children in the community by helping PTA ensure quality education and increase family engagement in our school.

We appreciate your commitment to families and children.

Describe the outcome of the event; include participation numbers and samples of media coverage, if relevant

Sincerely,

[Signature]

{PTA President} {Contact information} {Tax ID number} Your signature, name and contact information