

SAMPLE THANKS LETTER TO BUSINESS

Council Name and Number
Knights of Columbus
Council Mailing Address City, State Zip Code
Grand Knight's Name, Grand Knight

Date

Business Manager Name

Business Name

City, State Zip Code

Dear Sir or Madam:

On behalf of the entire membership of our Council, allow me to express our sincere appreciation for your cooperation and support of the recent Knights of Columbus Charity Drive for the Developmentally Disabled. Through the generosity of your company and other civic-minded companies, we were able to collect over \$XX,xx.x here in (*Name of community*). Without your support, we would not have been able to reach out effectively to ask our fellow citizens for donations to this very worthy cause.

The funds raised through this drive will be given to Colorado charities serving those with mental retardation and other developmental delays. Monies collected will be used to pay for occupational and vocational training, recreation programs, life-skill training and much more. Through your gracious support thousands of "God's Special Children" will enjoy a better life. Their parents and care-givers will also benefit from some much needed support in caring for their special charges.

Please be assured that your support of our drive will not be forgotten. I have enclosed a Thank-You Certificate with this letter as a small token of our appreciation.

Thank you for everything,

Grand Knight's Name
Grand Knight
Council Name and Number

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