

Directions:

1. Be sure to replace every place you see *[Your Event Name]* with the name of your event and *[Your Organization Name]* with the name of your organization.
2. Replace any other fields with the event totals.
3. Update all text in blue brackets (you don't need to change the color of the text – color is not copied over).
4. When you copy this text into the email tool, colors and formatting, such as centering, will not copy. They are here for you to see a sample. You may add this formatting within the email tool.

Hello %firstname%,

A HUGE, heartfelt thank you to all of you for your support of the *[Your Event Name]*! We set a record with over *[total number participants]* participants and *[total amount raised]* raised! We could not have done it without each and every one of you and the strong community!

A BIG thank you to all of the businesses who sponsored the Run:

[List corporate sponsors names]

See you all next year!

Sincerely,
[Your Event Name] Staff