



Event Follow Up Letter

(logo here)

Date

Name of Person

Address

Dear (insert name here),

Thank you so much for your generous donation to (project or event). Because of your generosity we were able to meet our goals. Below is a report of the events and measurable goals.

Sincerely,

Name

Name of Event

Date

Location

Goal of Event

Total money collected

Total value of item donations

Total value of in-kind donations

Grand Total

Total number served

Goal to serve (how many did you hope to serve with this event)

Cost of Event:

List the costs here, like brown paper bags, bread, etc.

Grand total

Should you like a more comprehensive report, please contact us and we will be happy to provide it.

Note: If any money is left over, you will need to contact each donor and ask if they want the donation returned or if you can apply it to the next program/project

Save these reports and combine them into an annual report and really impress people.