***Header: Your Logo, Letterhead***

***NOTE: In the letter below, including a few photos demonstrating your work would be great!***

Dear (first name),

It is hard to believe it has been **(insert the time that has passed since the Fun Run)** since we participated in the Annual Fun Run for Charities.Thanks to your generosity, we have been busy and made great progress towards ***(insert your mission and/or what you fundraised for during the Fun Run)***.

***Provide 2- 4 bullet points that highlight what has been accomplished since the Fun Run. AND add a sentence or two speaking to WHY this is important (how is it making a difference for people, your community, etc).***

If you would like to learn more about ***(insert your organization’s name)*** and our work, I would welcome the chance to share more with you. Please call ***(insert phone number)*** or email me ***(insert email).***

Thank you for your generosity. YOU are making a difference!

With gratitude,

 ***(Your Name)***

 ***(Your title)***

 ***(Organization Name)***