

# MAIL to SELF

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Attending the Society Event

Dear \_\_\_\_\_ (Name of the Recipient)

We want to thank you for attending the Christmas carnival event at our society. We are extremely grateful to you for participating and making the event successful. We also want to thank you for volunteering in the event. With all your efforts and help, the Christmas event was successful. We are happy to inform you that this year we had around 450 guests which were from outside our society. All your hard work helped us make a revenue of \_\_\_\_\_ amount. As decided earlier in the society meeting, we will use this amount for the maintenance of the playground for children.

We have organised a small get together on \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time). We are hoping to display all the happy moments captured during the Christmas carnival. At this get-together, we will also discuss the development of a new playground and maintenance of the old one.

Thank you once again for your help and support.

Sincerely,

(Signature)

Sender's Full Name