

MAIL to SELF

[Recipient name

Address]

Date

Subject: *****

Dear Ms/Mr/Mrs/Dr _____,

Hope you are well. I am [your name], the president of the Go Women Championship Event Committee. We are yet to introduce ourselves but I wanted to write this letter to thank you for joining us and volunteering to help promote the event.

With this championship, we aim to encourage more women to take up sports without any fear of judgement or discrimination. So, every person who joins us counts towards creating the impact we want to create with the Go Women Championship. I hope the next six months give you the experience you are looking for with us and inspire you to continue your good work.

I would like to establish a great relationship with you as it would allow all of us to work well together. Could you tell me what you expect from this committee? We can continue from there. Once again, thank you for joining our team. I look forward to your response.

Yours sincerely,

[Your name,

Address]