

Thank You Memo

Purpose: To recognize those who helped make your company's team a success and to let everyone know how well you did

Who sends this: Senior-level executive

Who do you send this to: Employees, vendors and top donors

When is this memo sent out: One or two weeks after the Walk

To: All (COMPANY NAME) Team Walkers

From: (SENIOR LEVEL EXECUTIVE)

Date: (DATE)

Re: Walk to Cure Diabetes

I'd like to sincerely thank you for your efforts in the Juvenile Diabetes Research Foundation's Walk to Cure Diabetes. The time and energy you spent paid off: we met our goal of (NUMBER) Walkers, raising \$(AMOUNT) to help cure diabetes. We couldn't have done it without you.

Although diabetes and its complications kill one American every three minutes and accounts for 32 percent of Medicare expenditures, the good news is that, thanks to people like you, there is real hope for a cure through research funded by the Juvenile Diabetes Research Foundation.

All Walkers who raised \$500 or more and all Team Captains will receive an invitation to the JDRF Awards Reception, scheduled for (DAY OF THE WEEK), (DATE). Be sure to save the date, as we will be representing (COMPANY NAME) at this celebration!

Thank you again for the time and energy you put into making this effort a great success.

(NAME)