<Your name>

<Role and Group Name>

<Address line 1>

<Address line 2>

<Town/Suburb> <State> <Postcode>

<Insert Date>

<Name of person>

<Company>

<Address line 1>

<Address line 2>

<Town/Suburb> <State> <Postcode>

Dear <Insert name>,

On behalf of <insert group name>, I would like to sincerely thank you for your generous <sponsorship/donation/auction item details>.

[Add something personal about the event]

*Example: We had 25 attendees and reached our goal of raising $500 for the local pre-school or We had 30 attendees and feedback on the event has been overwhelmingly positive*

[Provide details about what they were provided as part of their sponsorship (if required)]

*Example: Your logo was included on the invitation and handouts at the event. We also displayed your pull up banner on stage and your company was mentioned in our hosts speech. 15 of your business cards were taken so we hope that some leads are made because of our event.*

[It is because of sponsors/donors like yourselves that allows our group to <add in any growth statistics for your group>...]

*Example: offer a variety of events to keep the local community engaged. Our calendar of events is growing annually, as are our members and this would not be possible without your support.*

[Promote your group further]

*Example: Here is a link to our group Facebook page - we would love you to follow along and stay up to date with what we are doing.*

[End by thanking the individual again and prompting them to be a potential sponsor for future events]

*Example: Thank you again for your kind sponsorship/donation. We hope you will consider supporting us again in the future.*

Kind regards,

<enter signature>

[A handwritten signature provides a personal touch. Take a photo of your signature and save it to yourdesktop as a .jpg. You can then insert the image into any document]

<Enter name>

<Your role within the Group>

<Group name>

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| --- |
| **TIPS AND TRICKS**   * Enter your relevant information in the areas coloured green. * The blue text is provided for explanatory purposes. Please delete before sending. * *The italicised grey text provides examples for you. Please ensure they deleted or made relevant to your specific circumstances.* |



This template was developed in 2021 by Farm Table Australia for the Young Farmer Business Program and the NSW Department of Primary Industries.

Download the full Young Farmer Group Guide from <http://www.youngfarmer.nsw.gov.au/>.

If you need further information or assistance, please contact the Young Farmer Business Program via their [website](http://www.youngfarmer.nsw.gov.au/).

