

Appendix 12

Sample thank you letter

[insert address line 1]

[insert address line 2]

[insert address line 3]

[insert postcode]

[insert date]

Dear [insert name]

Thank you for your recent donation of [insert amount]. On behalf of Dementia UK, I would like to say a huge thank you for your support.

The [insert area] Fundraising Group is raising funds in the local area to support [insert specific project]

Or

to provide Admiral Nurse services. Admiral Nurses are specialist dementia nurses who provide expert advice and practical and emotional support to families affected by dementia. They work hand in hand with families to help them face the future with more confidence and less fear.

We are working hard to increase awareness of Admiral Nurses in [insert area] and it is great to have such fantastic support from our local community. If you are interested in finding out more about the [insert area] Fundraising Group then please contact XXXXXXXXXXX as we would love to work with you.

Thank you again for your support.

Yours sincerely, _____

[insert name]

[insert position in Group e.g. Chair.]