**SAMPLE THANK YOU MESSAGE — ATTENDEES**

Dear [First Name],

Thank you for attending my [name of party or gathering] [yesterday/last week/this week]! It was a joy to connect with you about [Children’s Therapy Center](https://www.ctckids.org/) (CTC) and the important work the organization is doing for our kids and families in Pierce and south King counties. I appreciate your willingness to learn about what CTC means to me and to consider getting involved! [Insert specific information/follow-up you might’ve discussed with this attendee, whether related to CTC or not e.g. “It was exciting to hear how you were interested in volunteering for CTC’s upcoming event – I’ll be sure to put you in touch with the Volunteer Coordinator to learn more about specific volunteer opportunities.” OR “I am so excited about your new job and can’t wait to hear more about how your first day goes!”].

Please reach out if there is any more info I can provide about CTC, or if I can connect you to someone on staff to help you get involved!

Hope to see you again soon,

[Your Name]

**SAMPLE THANK YOU MESSAGE — NO SHOWS OR COULD NOT ATTEND**

Dear [First Name],

Thank you for expressing interest in attending my [name of party or gathering] [yesterday/last week/this week]! We missed you! [Insert one sentence that gives a summary of the event and its festivities – paint a picture for those who could not be there. With permission, share a photo from the event].

At the event I had the opportunity to share about [Children’s Therapy Center](https://www.ctckids.org/) (CTC) and the important work the organization is doing for our kids and families in Pierce and south King counties. [Insert one, brief sentence about your connection to CTC]. I would love the opportunity to tell you more about CTC and see if you might be interested in getting involved and supporting pediatric therapy that celebrates kids for who they are!

Let me know if you have a few minutes to chat [this week/next week/in the next few days]. In the meantime, you can learn more about CTC using the links below.

[About](https://www.ctckids.org/about/) | [Stories](https://www.ctckids.org/about/stories/) | [Volunteering](https://www.ctckids.org/volunteer/) | [Ways to Give](Ways%20to%20Give)

I hope to connect with you soon!

Sincerely,

[Your Name]