Your street address

Your phone number

Dear Guest

Thank you very much for coming to my Rotary fund-raising [breakfast/lunch/ dinner] at [my home/other home] on [date ]at [time]. I really enjoyed your company and that of [others].

Thank you also for your generous donation to help to install solar-powered computers in remote schools in [Vanuatu/Papua New Guinea]. I will be forwarding your tax-deduction receipt as soon as possible.

Rotary gratefully acknowledges the support of [Sponsor details to be added] who donated [goods/services] to assist with our fundraising.

I do hope you enjoyed the [breakfast/lunch/dinner], and the company, and I really look forward to seeing you again soon.

[Yours truly/sincerely/Best regards],

[Your name]