

SAMPLE Letter to the Editor

TIP: Keep it under 250 words to ensure publication of the full letter.

To the Editor:

I would like to thank my employees at Company X for their incredible show of community spirit during this year's United Way campaign. What the United Way says really rings true for Company X – together we can get results that no one could accomplish alone. And the results of this year's fundraising efforts on behalf of United Way were exceptional.

Thanks to the hard work of our employee campaign managers, Employee Y and Employee Z, Company X increased our participation in the campaign by Q percent, and raised a total of \$X for our community. And we had fun! With raffles and an ice cream social, all the employees of Company X felt a true sense of community throughout the campaign.

Thank you to Store A, Store B and Store C for their donations of raffle items. Your generosity contributed to our great success.

Company X is proud of our part in United Way's efforts to improve the education, income and health of people in the Greater Seacoast. These are the building blocks for a good life for all of us.

CEO
Company X