

3 Minute / 3 Sentence Thank You Note Formula

Sentence 1 = what happened

“Thank you again for taking the time to meet with me last week.”

Part 2 = the potential impact

“By working together, we could make a huge impact on the lives of children in our local community.”

Part 3 = what you “appreciate” about them

“I greatly appreciate that you took the time to meet with me and are so dedicated to our mission.”