

****請將此信複製貼上到 Word 文件以自行編輯您的感謝內容。**

[Insert your letterhead here]

[Date]

[Store Name]

[Address]

Oakland, CA [Zip]

親愛的[“Store Manager” or insert person’s actual name if known] 您好：

[Your organization/group name]非常感謝您於[insert date]當日為我們的志工活動所贊助的[name specific donation request here, e.g. Coffee for 25 people]。

您的貢獻讓我們的志工受惠，對此我們滿懷感激。[Insert short description of how many volunteers participated at your site and what was accomplished (could be something like “30 volunteers removed 20 bags of trash from Courtland Creek, improving the area for wildlife, water quality, and the community’s enjoyment”)]. 您的支持，不僅激勵了我們的志工，更提供了他們為潔淨我們的城市所需要的活力，讓我們擁有一個更乾淨、更美麗的奧克蘭（屋崙）市家園。

再次向您致上萬分謝意！

順頌商祺

[Name]

[Title]

[Organization/Group Name]

[Email]

[Phone]

如需瞭解更多有關清潔、綠美化奧克蘭（屋崙）市的志工服務機會，請前往 www.oaklandadoptspot.org。