



## Sample Confirmation Letter

*From the Food Team Workbook*

**www.kaboom.org**

"Project Playspace: Giving Kids a Place of Their Own"

Project Playspace

123 Main St.

Anytown, USA 12345

Phone: (888) 555-2222 Email: [project.Playspace@yahoo.com](mailto:project.Playspace@yahoo.com) Web: [www.projectPlayspace.org](http://www.projectPlayspace.org)

Month, Date, Year

Dear [Donor]:

Thank you for agreeing to provide [donated food items] for [#] volunteers building the [Name of Project] playspace on [date]. Without your generosity, this project would not be possible! Our volunteers will be excited to break for your meal after all of their hard work building the playspace.

As we discussed, you can drop off the food at the playspace site between 11:00 a.m. and 11:15 a.m. Please ask a member of the Food Team to help you once you arrive. I have attached a map and my contact information where I can be reached during the day of the build.

Unless I hear differently, I will assume you are generously bringing the following items.

Box lunches for 100

10 Bags of Ice

200 Napkins

125 Cups

75 Apples

4 Coolers

Plastic Utensils for 100

The week before the actual playground build, I will call again to reconfirm these arrangements and to give you any last minute details you may need. We will also be printing your name on the sponsor banner that will be hung during the Ribbon-Cutting Ceremony at 4:00 p.m. the afternoon of [date]. Your name will appear this way: [Name]. Please notify us of any changes. We hope you will be able to attend this joyous event!

Thanks again for your generosity. I look forward to working with you in the next few months. Please call [phone number] if you have any additional questions.

Best Wishes,

[Name], Food Team Captain