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advice women can trust
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Dear [Mr./Mrs. Last Name],

It really makes me proud to work for a company that places a high value on social responsibility. Thank you so much for your support of the operations team's participation in the American Cancer Society's Chili Cook-Off this year. The fact that the company was willing to underwrite the donation necessary for our team to participate in the event and allow the committee members to take time off from work to coordinate everything is just incredible. Our team successfully raised $5,000 to contribute to the cause, and also received the People's Choice award for the best chicken chili recipe. In addition to supporting an important charity, this was a great team building opportunity for the operations group as well. It would not have been possible without your generous support, so please know how very much your commitment to the community is appreciated.

Sincerely,

[Your signature]