# **Appendix I: Sample planned giving event attendance letter**

*<Date>*

*<Name>*

*<Address>*

*<City, state ZIP>*

Dear *<name>*,

Thank you for attending the *<planned giving society name>* breakfast last week. We enjoyed hosting so many passionate supporters of *<school name>* to discuss planned giving and endowments. I found the rosary and mass particularly moving. Through the *<planned giving society name>*, our community can leave a legacy and provide for the future needs of the school.

We are grateful for all who have chosen to give to *<school name>* through the *<planned giving society name>*. If you have not made a decision about joining, I hope you will prayerfully consider supporting the school through planned giving or an endowment. Please know that we are willing to work with you to help you find an option that best fits your unique situation. We understand that this may not be the best option for everyone at this time, so we just ask that you consider it for the future and help promote our efforts.

Regardless of your decision to make a planned gift, we continue to need your support in many areas including annual giving, volunteering and attendance at school events. We also ask that you keep the school in your prayers as we plan for the future.

We are excited that several people at the meeting have expressed an interest in joining the *<planned giving society name>*. Please feel free to contact *<name>* at *<contact information>*. We look forward to working with you.

Faithfully yours,

*<Name>*

*<Title>*