

# Sample Letter To Community Members



January 2024

\_\_\_\_\_  
Recipient's name

\_\_\_\_\_  
Title, Organization

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City, State, ZIP code

Dear \_\_\_\_\_:  
name of recipient

As we begin our annual observance of National Catholic Schools Week, we want to thank you for everything you have done over the past year to aid us in our mission at

\_\_\_\_\_  
name of school

The theme of our celebration is "United in Faith and Community." The theme encompasses the core products and values that can be found in Catholic schools across the country. Not only are we teaching students to become future servant leaders, faith-filled disciples and enriched citizens in our communities, educators are growing with them. In Catholic schools, we are all learners, servants and leaders. These shared qualities are what make Catholic schools work. They are what make Catholic schools succeed.

We are grateful for the support you provide to our school. Your efforts help make it possible for us to offer an important educational alternative to the families of our community. You are an inspiration of true community service and a role model for our students. Thank you.

Sincerely,

\_\_\_\_\_  
Name and signature of principal, president or other representative