[Month Day, Year]

[Name of Person Letter is Addressed To]

[Company Name]

[Address]

[City, State Zip]

Dear [Mr. or Ms. Last Name]:

On behalf of [full name of the school or group/club], we would like to thank you once again for so kindly supporting our Girl Powered Workshop event.

Thanks to you, our event was amazing! We were able to share a great day of Robotics activities and fun with [number in attendance] students between the ages of x to y.

Your generous [volunteering time, OR donation of $XXX, OR participation as a speaker] made our day special and we are very grateful.

Check our social media handles for event photos at [place here your social media link]

Once again, thank you for your partnership!

With gratitude,

[Signature here of school or /club representative]