**Account Manager**

**Sample Thank You after Account Manager Call**

**Date (after your Account Manager Call)**

**Name**

**Company**

**Address**

**City, State Zip**

Dear Chief Executive Officer or Employee Campaign Coordinator,

Thank you for (taking my call) or (meeting with me) this morning/afternoon and helping to complete the Account Manager Call Report for *Insert name of Company/Organization.*  As promised, here is the confirmation of the date, time, and location of the Employee Campaign Coordinator Training you selected to attend:

Tuesday, July 25, 2017 from 4:00-5:00 p.m. at the United Way of Warren County, 3989 S US Route 42, Mason, OH 45036. I have emailed Diana Campbell, Campaign Director at [Dcampbell@wcuwl.org](mailto:Dcampbell@wcuwl.org) and registered you for this training session. You will receive all of your campaign materials at this training.

If you are unable to attend this session, there is 1 other session available, Thursday, July 27, 2017 - 8:00 – 9:00 am at the United Way office. Please contact Diana Campbell [dcampbell@wcuwl.org](mailto:dcampbell@wcuwl.org) or 513-932-3987 ext. 107 at United Way of Warren County to register for this date.

Thank you again for taking the time to talk with me today and thank you for agreeing to serve as *insert their company name* Workplace Employee Campaign Coordinator. I look forward to working with you and to a successful 2017 United Way campaign.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Manager Name

Employer/Title