

Sample Thank You Follow-Up Letter

Each time an individual offers to volunteer, the campaign/Volunteer Coordinator should quickly follow-up with a thank you note and a volunteer form if it has not already been filled out. This will reinforce good feelings about the candidate and the campaign, remind them of the specific time and location for their volunteering, and increase the likelihood that the volunteer will show up.

Dear _____:

Thank you for your generous offer to volunteer for the Name of Candidate Campaign and to work on our phone bank (or other identified task) next Day night, Date at Time a.m./p.m. Name of Candidate will make a great congressman. Name of Candidate is committed to saving jobs in Name of State, protecting our parents' Social Security and improving education opportunities for our kids.

I am convinced that the key to winning this election is getting our message out to working men and women. Your help will certainly take us closer to that goal.

Once again, thank you for your time and commitment to the Name of Candidate Campaign. I am counting on seeing you Day evening at Time. at the Name of location with street address in Name of City. Call me at 555-0000 if you have any questions.

Gratefully,

P.S. Bring a friend with you to the campaign meeting on Date.

NOTE: After the campaign, all volunteers should get a thank you not from the candidate and the campaign.