



SAMPLE CONFIRMATION EMAIL

Feel free to customize the following text by copying and pasting it into a letter or email.

Greetings!

Thank you for confirming you will attend United Way's 3rd Annual LIVE UNITED Golf Tournament Presented by Stanley Black & Decker. I am delighted you have committed to join me on the golf course!

Here is the information you will need:

- Date: Monday, May 22, 2023
- Time: 10:00 a.m. – 7:00 p.m.
 - Check in, drawing opens: 10:00 a.m.
 - Shotgun: 12:00 p.m.
 - Dinner, speaking program: 5:30 p.m.
- Location: Shuttle Meadow Country Club | 51 Randecker Lane, Kensington, CT 06037

I am excited for you to participate in the drawing, participate in contest holes and learn more about the amazing work United Way is doing to support programs, services and initiatives that help local families get on a pathway toward a financially-secure future and ensure their most basic of needs, such as food and shelter, are met.

Thank you so much for joining me and supporting this important event!

Sincerely,

[Your Name]