

Company Name or Letterhead  
Address  
City, State Zip  
Date

Addressee  
Address  
City, State Zip

Dear Mr. Mendel:

On behalf of the City Theater Group, I want to express our great appreciation for your efforts and those of your staff in making available the Harstone Recreation Center for our productions during our own building renovations.

I know your generosity in making the center available to us was not without personal expense to your own organization. The utility bills increased because of our rehearsal and production time, as well as the expense of janitorial work.

As a very small token of our appreciation, we are enclosing 10 lifetime complimentary memberships for distribution to your senior executives or anyone within your organization especially involved in arranging our temporary use of the building.

In addition to enjoying the theater's productions, we hope you also gain personal satisfaction not only in helping to minimize our own renovation difficulties but in providing a way for the entire citizenship to continue to enjoy the arts. Thank you. We trust the community will remember over the years your generosity of spirit.

Sincerely,

Hope Cosco

City Theater Group