

## VENDOR THANK YOU REQUEST FORM

This form is to be used to send a thank you note to a vendor or donator.  
Example: Bensi gave us two free pizzas and reduced pricing for the back to school lunch for the staff. You would complete and return this form to the Corresponding Secretary via the PTO Mailbox.

Committee: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Vendor/Donator Name: \_\_\_\_\_

Vendor/Donator Address: \_\_\_\_\_

What are we thanking this vendor for?

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(for use by corresponding secretary)

Thank you sent \_\_\_\_\_

Presented at PTO Meeting \_\_\_\_\_