



Lions Screen Kids Sight

Sample Thank You E-mail

Hello XXXXX,

We want to thank you for meeting with us yesterday as we discussed the vision screening program we hope to set up in your school. We hope that we have answered all of your questions. Your ease and informal atmosphere made the experience very enjoyable.

I will be sending to you the Word formatted versions of the documents that we left with you shortly in the event that you need to modify them. I will also send out the seven reference documents that were footnoted in the agency approvals document that I left with you.

I will e-mail you confirmation of the screening date once I have received it. We left with you a guide on how to prepare the 3 x 5 index cards with student names and other information. If you have any questions concerning these cards please feel free to contact me.

We will also contact you approximately a week before the vision screening event to get final details for the event.

Regards,

Lion team leader's name
Lion team leader's phone number

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