Sample Appreciation Email Message

Subject Line: Hospitality Committee

Hi Mary Anne,

Thanks for offering to co-coordinate the Hospitality Committee. I just got a copy of the responsibilities from Joan, which I'll forward to you along with the list of members.

I have an opening letter written, which I'll also forward, so if you have anything to add/edit we can do that and get it out early this week!

I really appreciate your help. We can talk about how we want to divide things up, and coordinate with the Chairs about dates for Pumpkin Carving and Pizza Night.

Mary