



**Refugee Welcome  
Collective**

## Automatic Response Email Sample and Considerations

During busier times, agencies may consider creating an automatic response email to be responsive to community sponsorship inquiries in a manageable way. Below is a sample response as well as some suggested attachments and next steps.

**Valued community member,**

Thank you so much for your interest in learning more about coming alongside our agency through community sponsorship! This is a busy time for our agency and as such, it may take us **[insert a timeline]** to respond to your individual inquiry. However, our agency is grateful for the support of our local community and wants to honor your time and interest, so we have some materials for you and your group to review in the meantime.

**[Add description of resources you are attaching or linking]**

- Consider creating a "Levels of Commitment" one-pager to attach
- Consider posting a "Levels of Commitment" section to your website to link
- Consider attaching a group and/or individual group member application

By visiting our website **[add website]**, you can learn more about the services our agency offers as well as our mission and funding sources.

Consider exploring some helpful community sponsorship and learning resources such as the [Refugee Welcome Collective](#) and [Cultural Orientation Resource Exchange \(CORE\)](#).

We look forward to being in touch with you soon.

Sincerely,