

SAYING THANKS

Take a few minutes to write a letter of thanks!

When you receive notification of your bursary or award, please take a few minutes to say thanks to the generous donors who have invested in your success.

The financial assistance provided by donor awards makes a world of difference as you graduate. Your thank you letter is an opportunity to let donors know their support is valued. Donors appreciate hearing from the students they support. This letter lets you say thanks in your own words.

Information regarding the donor should be included with your award notification.

TIPS to help you set up and write the letter

Here is a common format for thank you letters and some suggestions about what to include. Donor information should be included with the award notification you received.

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Date

Donor or Company Name

Street Address

City, Province, Postal Code

Dear DONOR NAME,

Your letter should have at least two (2) paragraphs and include:

- Thank the donor for the specific award you received
- Tell the donor about yourself and your experiences that led you to choose your area of study
- Describe how the award makes a difference and helps you achieve academic and other life goals
- Commit to do well with the donor's investment

Sincerely,

Your Name

IMPORTANT - Have a parent/friend proofread your letter.

