



education foundation of niagara

SAYING THANKS

CONGRATULATIONS ON YOUR AWARD OR BURSARY!

Now that you have received your bursary or award, please take a few minutes to say thank you to the generous donors who have invested in your success.

HOW TO ACKNOWLEDGE YOUR DONOR:

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.

Information regarding the donor is included with your award notification. Please send within 30 days.

TIPS to help you set up and write the letter

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Here is a common format for thank you letters and some suggestions about what to include.

Date

Donor or Company Name
Street Address
City, Province, Postal Code

Dear DONOR OR COMPANY NAME,

Your thank you letter should include THE FOLLOWING:

- 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.