

Supporting DSBN students by engaging the community to provide needed funds and resources where government funding is not available.



How to Send a Letter of Thanks to the Bursary Donor

CONGRATULATIONS ON YOUR AWARD OR BURSARY!

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 will let 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.

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/ other life goals
- Commit to do well with the donor's investment

Sincerely,
Your Name

IMPORTANT - Have a parent/friend proofread your letter.

If you have any questions, please reach out to us at 905-641-2929 ext 37713 or email us at efn@dsbn.org

Please send your letter to:

**EFN c/o Donna Abernethy 191 Carlton Street, St. Catharines ON L2R 7P4
or via e-mail donna.abernethy@dsbn.org**

Best Regards,
Donna Abernethy
EFN Program Coordinator