# Donor Thank You Sample Letter

Please feel free to update with your group’s information and use this sample thank you letter to acknowledge gifts by individuals to your scholarship or other fundraising campaign.

## Sample #1 – for Scholarship Campaigns

(Date)

(Name)  
(Address)  
(City, State, Zip)

Dear (Name),

My name is (alumni leaders’ name) and I am the (position within alumni group) of the (alumni group name). Seeing your recent gift to the (scholarship account name) brightened my day. Please know how grateful we are for your contribution. Support from friends and alumni like you help us make Indiana University educations possible for students from (group area).

It is so heartening when we receive a gift from a generous donor. These funds allow students to fulfill their dream of graduating from an Indiana University campus. I thank you so much for your support and want to share some thanks from our past scholarship recipients.

(Insert student quotes here)

*Student Quote #1*

*Student Quote #2*

For the Glory of IU,

(alumni leader’s name)  
(alumni leader’s title)

P. S. We would love to see you at our next event (include event date, time, location, and link to register) or to have you “like” our Facebook page! (link to group’s Facebook page)

## Sample #2 – for Affiliate Group Fundraising Campaigns

(Date)

(Name)  
(Address)  
(City, State, Zip)

Dear (Name),

My name is (alumni leaders’ name) and I am the (position within alumni group) of the (alumni group name). Seeing your recent gift to the (group account name) brightened my day. Please know how grateful we are for your contribution. Support from friends and alumni like you help us make a difference in the lives of the students in the (insert affiliate group name).

It is so heartening when we receive a gift from a generous donor. These funds allow students to (insert goal of campaign here – for example: perform around the world; enjoy new uniforms; participate in a leadership training opportunity, etc.). I thank you so much for your support.

For the Glory of IU,

(alumni leader’s name)  
(alumni leader’s title)

P. S. We would love to see you at our next event (include event date, time, location, and link to register) or to have you “like” our Facebook page! (link to group’s Facebook page)