

Thank You Letter Guidelines

Below are a few ideas that might help you in writing your thank you letter to the donor. **Please do not follow the letter word for word as some donors will be getting letters from more than one student and we want them to be unique to you.**

You may type the letter or buy a pretty thank you card to send. Feel free to include an appropriate photo of yourself with the letter if you like.

- First, take a moment to think about yourself and your aspirations for your academic and professional career.
- Salutation: The salutation of your letter should be addressed to “Ms. Doe”. “Mrs. John Doe” should be only used in the address block (see sample letter).
- In the body of the letter, tell the donor about yourself, your family, academic and career goals, and extracurricular interests. They would be particularly interested in why you chose Sage and if you have any relatives or friends who went to Sage.
- **Proofread and edit carefully.** Even though your software has spell check capabilities, it does not know the difference between “Dear Brian” and “Dear Brain.” Also check your grammar; good grammar provides clarity. For example:

“The doctor removed a tumor from the woman as big as a grapefruit.”

The above sentence raises an interesting question: is it the woman or the tumor that is as big as a grapefruit? When put in the proper grammatical order, it is obvious that it is the tumor that is as big as a grapefruit

“The doctor removed a tumor as big as a grapefruit from the woman.”

- When you have finished the letter, read it aloud. If it makes sense, show it to someone whose writing you admire. If they say it is acceptable it is probably fine.
- Finally, remember what Mark Twain said: “I would have written a shorter letter but I didn’t have the time.” A well-written letter reflects well on you. It is also very important to the person who funded your scholarship.

If you are using a computer please save the letter in case a change needs to be made.
Please deliver your letter ADDRESSED TO THE DONOR to:

Shelly Goldman Black

Office of Donor Relations

The Sage Colleges

92 First Street

Troy, NY 12180

(518) 244-2224

(please call if you have any questions)

Donor Relations will make copies for their records and will mail out your letter for you!

SAMPLE LETTER

(This is a sample letter. Please **do not copy it word for word**. Be sure the letter is **centered on the page and not typed at the top of the page**. A typed letter should be at least **3 or 4 paragraphs!!!!** Include the date and a full address. **Give the donor a way of contacting you back** by providing your email, an address, or a phone number. Include a return address on the outside of the envelope.)

(Start 8 spaces from the top.)

MONTH DAY, YEAR

(Leave 3 spaces)

Mr. and Mrs. John Doe
Donor or Contact Address
Donor City, State Zip

Dear Mr. and Mrs. Doe,

Opening Paragraph should express your gratitude:

{Thank you for the m.o.s.s. books gift card. } or {It is an honor to be the recipient of a m.o.s.s books gift card} (Please do not say thank you for selecting me as they did not select you, the financial aid office did.) {Talk about how this money will help you. What books do you plan to buy, etc.}

Talk about your Sage experience (why you chose Sage, what your classes are and what you like about them, who your favorite teacher is, your career goals, etc.): This is my sophomore year at Sage. I'm a XXXXXX major with a minor in XXXXXX. The classes I have enjoyed the most are When I graduate I hope to... {work for a Fortune 500 company} {Move to NYC} {get a job doing.....} {stay in the Capital Region}. After several years in the workforce, I hope to pursue my MBA.

Talk about your family and what you like doing outside of school: My family is relatively small, just my parents and a younger sister. My sister is a senior in high school; she hopes to attend Sage in the fall. My Dad is a high school math teacher and Mom is a nurse at the local hospital. They have worked hard to make sure that my sister and I never wanted for anything and could attend college.

Outside of school, I enjoy swimming, canoeing and camping.. While in high school, I was in the drama club. Recently I found a book that combined my love of business and performing, "Shakespeare in Charge." It was very interesting to realize that a play written so long ago has modern-day applications.

Finish with a sentence or two about how grateful you are, how you hope to be a donor when you graduate and how you would like to hear from your sponsor: It would be a pleasure if we could meet. Please feel free to write to me at (email or home address). Until then, however, please accept my thanks and appreciation for your gift. Someday I hope I will be able to give back to Sage ("for all the help alumni have given me with my education" or "to inspire future generations", or for whatever reason you believe it is important to give back.)

Sincerely,

(Remember to sign the letter)

(Type name here.)