

## ***Thank You Letter Template***

The University of Texas at Austin  
Your Student Organization's Letterhead  
Student Organization Name  
Cockrell School of Engineering  
Street Address  
City, State, Zip  
Phone Number  
Fax Number

Date of Letter

Company Contact Name  
Contact Title  
Company Name  
Street Address  
City, State Zip Code  
Dear [Company Contact Name]:

### **OPENING PARAGRAPH:**

Thank the contact for their support of your event or activity and specify the date of the event. Mention some highlights of the event and the number of students that attended, especially if you had a good showing.

### **MIDDLE PARAGRAPHS:**

Comment on how much the students or event participants enjoyed the event. Describe how the company's support made a difference and contributed to the success of the event.

### **CLOSING PARAGRAPH:**

Thank the contact and the company again for the support. Tell the company contact how much you appreciate him/her and how much you enjoyed working with him/her. Provide your phone number and e-mail address in case your contact has any questions or concerns. Let the company contact know that you look forward to working with him/her in the future.

Sincerely,  
Signature  
Your Name  
Your Title

### **Sample Thank You Letter**

It is good stewardship to thank a donor (company or individual) for gifts they have given to you, and besides that, the Cockrell School requires it!

For ALL gifts received by your organization, a thank you letter needs to be written to the company contact or individual. A copy of this letter MUST be provided with the check to Susan Higginbotham in Engineering Student Life, ECJ 1.224. The check will not be deposited unless the thank you letter is provided.

Following is a sample letter. Please use this as a starting point, but make it interesting and give the donor a good feeling about having donated to your group. If you need assistance, please contact the ESL.

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Student Organization Name  
Cockrell School of Engineering  
Street Address  
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Fax Number

Date of Letter

Company Contact Name  
Contact Title  
Company Name  
Street Address  
City, State, Zip Code

Dear [Company Contact Name]:

On behalf of the [student organization name] at The University of Texas at Austin, I would like to thank you for your role in [company name]'s recent gift of \$[dollar amount] in support of [event or activity name]. [State how this event or activity will benefit your group, and how previous support has made a difference and contributed to the success of the event, e.g. This money will allow us to increase our membership and ultimately benefit more students in the Department of <dept name>.]

Thank you again for your support. We appreciate your interest in the [student organization name]. If you have any questions, please feel free to contact me at [phone number] or [email address]. We look forward to working with you in the future.

Sincerely,  
Your name  
Your title