

Sample Thank You Letter

Make sure to use the school's letterhead and handwrite your signature. Including photos and quotes from students or parents is also a nice touch.

(Insert Contact Name)
(Insert Company Name)
(Insert Contact Address)
Austin, TX **(Insert Address Zip Code)**

Dear **Mr./Miss/Mrs.(Insert Contact Last Name)**:

On behalf of the students, faculty, staff and administration at **(Insert your School Name)** School, thank you for your continued commitment to our school through the Adopt-a-School program. Your participation as a partner has enabled us to meet several of our goals for the year, including increasing the level of education for our students.

(Describe how the company has helped you: through volunteering, in-kind or monetary donation, etc.) Special thanks to **(Insert Contact Name)** for all of the time **he/she** gives to coordinating the volunteer program for your company. The program would not be as successful as it has been without **her/his** help and support.

Mr./Miss/Mrs. (Insert Contact Last Name), thank you again for partnering with **(Insert your School Name)** School. The contributions from your company and employees make a positive impact on the education of our students. We look forward to continued success through this collaboration!

Sincerely,

Signature
(Insert your Name)
Partner Contact
(Insert School Name) School

Signature
(Insert Principal Name)
Principal
(Insert School Name) School