

## **SAMPLE THANK YOU LETTER**

Please type this letter on 8 ½” x 11” sheet of paper.  
Remember to sign the letter.

### **DO NOT FOLD THIS LETTER**

< Endowment Name or Trustee >

Dear Trustees:

(First Paragraph): Thank the Trustees for the grant and express how and why it has benefited you.

(Second Paragraph): Tell the Trustees some details about yourself, such as your field of study, grade level, career goals, involvement in school or community activities, and the importance of a Immaculata University education, etc.

(Final Paragraph): Thank the Trustees again.

Sincerely,

(Sign Your Name)

Type your name  
Immaculata ID Number