(Department Letter Head)

(Date)

(First and Last name of Donor)

(Full Address)

Dear Mr. /Ms. / Mrs. (Last name of Donor),

Thank you for your generous gift in support of the (Name of Fund). We value your commitment to the (Name of the Department) and our mission to support student success. It is donations like yours that allow us to continue to provide services to our students that engage and encourage them to become active citizens within our community.

The (Department name) (Insert whatever tag line is currently in use as to what your department does for students). We look forward to building a relationship with you as we continue to enrich the lives of our students through valuable campus life experiences.

Once again, we are grateful for your support.

Sincerely,

(Name)

(Title)