

Sample Thank You Letter: DONATION/GIFT

Date

Alma Mater
1 Bobcat Lane
Lynx, OH 45701

Dear Ms. Mater:

I am writing you to express my personal appreciation for your recent gift to Ohio University. The active support of friends and alumni such as yourself helps us to continue our tradition of excellence and to look forward to a bright future.

Your gift of \$1,000 to the Greater Charlotte Chapter Network's work on Emeriti Park back on campus will help to establish a permanent and living memorial for all emeriti members, past and present, of Ohio University. The park will serve as an area of special beauty for all friends of the University and members of the community to enjoy.

We are grateful for your generosity, your trust, and most importantly, your commitment to our mission. On behalf of the Greater Charlotte Chapter Network leadership and the Ohio University community, thank you for your generous support and best wishes for a joyful new year!

Sincerely yours,

Chapter Leader's Name

Sample Thank You Letter: Pitching In

Your Address
City, State Zip

Date

Recipients Full Name and Proper Salutation
Recipients Address
City, State Zip

Dear Alexis,

Thank you so much for your help with the 2004 Annual Alumni Society Clambake. Once again, we exceeded our goal, raising more than \$5,600 in scholarship monies for Ohio University students. We could not have done it without the loyal support of Bobcats like you and Jim.

After such events, we are so proud of our Ohio University heritage. But you, now with three Bobcat graduates of your own, continue to pitch-in. You are so special.

The firewood, the sleigh rides, your "helping-hand" – we so appreciate all that you and Jim do for the Society. You're terrific. Thanks a million – well, I had to announce next year's goal sooner or later!

Cordially,

The Clambake Committee

Sample Inquiry Letter: CONFERENCE

Company Name or Letterhead
Address
City, State Zip

Date

Addressee
Address
City, State Zip

Dear Mr. Matthews:

Our local area Ohio University Alumni Chapter steering committee would greatly appreciate your sending us more information about the Annual Community Leadership Conference and Institute Seminar scheduled to begin March 1 in Chicago next month. Specifically, we need to know the registration procedures and the cost of tuition.

We received your mail-out announcing the seminar two weeks ago and we are very much interested in sending several members of our chapter leadership.

It certainly appears you have lined up a most impressive program and an outstanding group of speakers.

Thank you for the above information, we look forward to participating in this program.

Sincerely,