

Sample Thank You Letter (whether you received \$\$ or not or if it was a donation-in-kind)

Date

Name, Title, Address Block

Dear:

On behalf of the (*student group name*) at the Haskayne School of Business at the University of Calgary, I would like to thank you for your *donation/sponsorship* in support of *x or if it was a general donation* our club activities in *year*. Your support has really made a difference to our club and we look forward to a continued positive relationship.

As discussed, we will ensure that your contribution is recognized in the following ways. *List recognition benefits you agreed to.*

Once again, we thank you for your generous donation; it has been a pleasure working with you. I invite you to participate (enclose tickets) or visit our website to *view pictures/read about this event/initiative.*

Sincerely,

Your name, Title
Group Name