

Sample Thank You Letter

Date

Sponsor's Name

Sponsor's mailing address

Dear Sponsor:

With the help of your generous donation, grade level students at School Name have been participating in the Space Explorers Orbital Laboratory, Mission: Solar System, and/or K-3 Space program(s) since month, year. We are pleased that you could join us for our Program Name event so you could see what your contribution has helped us accomplish.

Through the Program Name program, our class has learned about the Moon/Mars/asteroids/plant growth in space. We have been able to improve our skills in science, math, and technology, and we've also been able to see firsthand the excitement space science can bring. Without your help, this would not have been possible.

Thank you again for your generosity, and for attending our event. We hope to see you again soon.

Sincerely,

Teacher/Student Signature(s)