

# LAFAYETTE

## GATEWAY CAREER CENTER

### DONOR THANK YOU LETTER GUIDELINES

- ADDRESSING:
  - Your donor is listed in your Stipend Award letter
  - Address your letter to the family, person or Class listed, e.g., “Dear Simpson Family,” “Dear Members of the Class of 1974,” or “Dear Mr. Engel.”
  - If your donor is listed as “Annual Fund Budget Support Initiatives,” please write your thanks in a narrative, testimonial format that we can share with the Annual Fund Donor base.
  - If you received money from multiple stipends, simply change the salutation and provide 2 thank you notes.
  
- CONTENT:
  - Please TYPE your notes rather than hand-writing them. While we appreciate a personal touch, we also want to ensure your donor can read your thoughtful note.
  - These are recommendations and prompts; you do NOT need to address every one of these in your note.
  - Discuss how the donor’s gift affected your summer experience, i.e., not having to take a PT job in addition to your internship; studying for the GRE instead of working an additional PT job; living in an expensive city; taking an internship that was non-paying but meaningful work for your future career goals, etc.
  - Discuss notable accomplishments or significant projects completed during the internship.
  - Describe the impact the internship has had on your career decision-making. What have you learned about your skills, those you have and those you need to continue to develop? Career interests or field? Preferred work environment?
  
- FORMAT:
  - One page only please
  - Calibri font, size 11
  - Single spaced
  - .5” margins top, bottom, left, right
  - In the signature, include your class year, e.g., Marquis Lafayette ‘24
  - Save as a Word document or PDF and name it:
    1. LAST NAME FIRST NAME Donor Name, e.g., LAFAYETTE MARQUIS Annual Fund
  
- DUE DATE: August 29, 2022
  - Email directly to Alexis Leon at [leonalex@lafayette.edu](mailto:leonalex@lafayette.edu)

You may call me at 610-330-5118 any time during summer office hours (8:15 a.m. – 4:30 p.m. EST) if you have any questions.

Thank you!  
Alexis