

LAFAYETTE

GATEWAY CAREER CENTER

DONOR THANK YOU LETTER GUIDELINES

- SALUTATION:

- Your donor/fund is listed at the top of your Stipend Award letter, with your Amount Awarded
- 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. & Mrs. Bergh”
- If you received money from multiple funds, simply change the salutation and provide two thank you notes. You do NOT have to write two totally different letters.
- 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.

- CONTENT:

- Please TYPE your notes rather than hand-writing them. Although 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 notes.
 1. Detail 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.
 2. Share any notable accomplishments or significant projects completed during the internship.
 3. Describe the impact the internship has had on your career decision-making. What have you learned about your skills (either those you have or those you need to continue to develop)? Career interests or field? Preferred work environment?

- FORMAT:

- One page only please
- Single spaced
- In the signature, include your class year, e.g., Marquis Lafayette ‘24
 1. Please do NOT list your home mailing address
- Save as a DOC or PDF and name it:
 1. LAST NAME, FIRST NAME Donor Name (e.g. LAFAYETTE, MARQUIS Annual Fund)

- **DUE DATE: August 28, 2023**

- Email directly to Alexis Leon at 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) or send to the email above if you have any questions.

I look forward to reading about your summer!

Alexis