



## **GUIDELINES FOR STUDENTS: PREPARING A THANK YOU LETTER TO YOUR DONOR**

A thank you letter is a meaningful way to express appreciation to the generous OISE donors – may they be faculty, staff, retirees, alumni, friends or organizations – who support our students through financial assistance. Letters encourage donors to continue their support in the establishment and enhancement of awards to help more students like you.

Tips for creating your letter:

1. Personalize your letter with the donor's name (company name or person)
2. *"Thank you for your generous support..."* is often a great way to kick things off!
3. Tell the donor a bit about yourself: Why you chose your field of study, your positive experience in the program, your research interests, aspirations and future goals
4. Describe the difference the award has made in your life
5. Thank the donor again, letting them know how much the award is valued
6. Include an e-signature and photo for a personal touch

By submitting a letter, you are authorizing that your name and letter will be shared with University of Toronto and OISE donors and advancement staff as well as that quotes from your letter may be used in future stewardship materials. Questions? Please contact us at 416.978.5047 or [sim.kapoor@utoronto.ca](mailto:sim.kapoor@utoronto.ca).

**Please consider writing a letter of thanks today. Our donors look forward to receiving these letters of gratitude each year.**

How to make a submission: <https://uoft.me/oise-thank-you>