# **Appendix H: Sample thank you letter**

*<Date>*

*<Name>*

*<Address>*

*<City, state ZIP>*

Dear *<name>*,

On behalf of *<school name>*, I want to thank you for establishing a *<type of planned gift>*. With this planned gift, you become members of the *<planned giving society name>*. Your gift will be restricted to *<purpose>*. Many generations of students will benefit from your generosity!

The *<planned giving society name>* was created to provide for the long-term needs of *<school name>*. We accomplish this aim by promoting planned gifts, endowments, and major projects. The name of our society recognizes the importance of *<explanation of society name>*.

*<School name>* is blessed by a supportive community that is committed to providing an education based on Gospel values. Through an emphasis on faith and service, we strive to develop students that are committed to making the world a better place.

Blessings,

*<Name>*

*<Title>*