Donor Thank You Notes

A personal letter demonstrating an appreciation to Indiana University Northwest donors can go a long way toward making donors feel good about their gift to IU Northwest.

The following recommendations will guide you through writing a great “Thank You” note:

• Write legibly! Use black or dark blue ink.

• Use an appropriate salutation such as “Dear Mr. Smith” or “Dear Joe”.

• Provide the donor with your name, year and major.

• Please consider adding any of the topics below. You may choose to include some, or all of the following in your letter:
  o Hometown
  o High school
  o Hobbies/special interests
  o IU Northwest activities
  o Family members that attended IU Northwest
  o Future plans

Most importantly, include what the opportunity to attend IU Northwest means to you personally!