# Sponsor Thank You Sample Letter

Please feel free to update with your group’s information and use this sample thank you letter to acknowledge gifts by corporate sponsors and/or local businesses to your scholarship or other fundraising campaign.

## Sample #1 – for Scholarship Campaigns

(Date)

(Company Name)  
(Contact Name)  
(Address)  
(City, State, Zip)

Dear (Contact Name),

My name is (alumni leaders’ name) and I am the (position within alumni group) of the (alumni group name). On behalf of the rest of the (insert group name) alumni board, I want to extend a heart-felt thank you for your support of our (name of the group event). Your generous contribution helped us raise ($X,XXX) for the (scholarship account name).

Support from valued partners like you help us make Indiana University educations possible for students from (group area). These funds allow students to fulfill their dream of graduating from an Indiana University campus. I thank you so much for your support and want to share some thanks from our past scholarship recipients.

(Insert student quotes here)

*Student Quote #1*

*Student Quote #2*

Please know that partnerships with our sponsors are vital to the success of this group. You are truly appreciated. Thanks again.

For the Glory of IU,

(alumni leader’s name)  
(alumni leader’s title)

## Sample #2 – for Affiliate Group Fundraising Campaigns

(Date)

(Company Name)  
(Contact Name)  
(Address)  
(City, State, Zip)

Dear (Contact Name),

My name is (alumni leaders’ name) and I am the (position within alumni group) of the (alumni group name). On behalf of the rest of the (insert group name) alumni board, I want to extend a heart-felt thank you for your support of our (name of the group event). Your generous contribution helped us raise ($X,XXX) for the (account name).

Please know how grateful we are for your contribution. Support from valued partners like you help us make a difference in the lives of the students in the (insert affiliate group name). The funds we raise allow students to (insert goal of campaign here – for example: perform around the world; enjoy new uniforms; participate in a leadership training opportunity, etc.). I thank you so much for your support.

Please know that partnerships with our sponsors are vital to the success of this group. You are truly

appreciated. Thanks again.

For the Glory of IU,

(alumni leader’s name)  
(alumni leader’s title)