

EXAMPLE THANK YOU LETTER



**Century Junior High School**  
A Place to Grow and Learn

USD 001 Everywhere Public Schools  
5678 Century Road, Everywhere, KS 20003-5678

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January 26, 2003

Stacie Storman, General Manager  
Superstores Inc.  
1111 Mall Avenue, Suite 111  
Everywhere, KS 2003

Dear Ms. Storman:

Thank you so much for your generous donation of stickers, balloons, and gel pens to Century Middle School students. Your donation serves as reinforcers for Century's school-wide implementation of positive behavior support. Your generosity is greatly appreciated by students and teachers alike.

It was a pleasure meeting with one of your salespersons the other day when I was in Superstores securing donations for a program to improve overall school climate at Century Middle School. Your store representative was very courteous and helpful.

We would like to thank you so much again for your thoughtfulness. We wish the best of luck to you and the Superstore employees in the upcoming year.

Sincerely yours,

*Vern Vollen*

Vern Vollen, Parent Volunteer  
Century Middle School  
5678 Century Road  
Everywhere, KS 2003-5678