

## **TEMPLATE THANK YOU LETTER\***

(\*This template is on the accompanying CD in the folder, Cold Calls.)

(Your School's Letterhead Stationery)

(Date)

(Name and Title of Person Donating)

(Name and Address of Business)

Dear (Name of Person Donating):

Thank you so much for your generous donation of (List of Items Donated) to (Name of Your School) students. Your donation serves as reinforcers for the (Name of Your School) 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 (Name of Business) securing donations for a program to improve overall school climate and recognize students for their accomplishments at (Name of Your 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 (Name of Business) employees in the upcoming year.

Sincerely yours,

(Your Name and Title)

(Name and Address of Your School)