

TEMPLATE THANK YOU LETTER FOR ORGANIZATIONS*

(*This template is on the accompanying CD in the file folder, Organizations.)

(Your School's Letterhead Stationery)

(Date)

(Name and Address of Company)

(Name of Sports Team):

Thank you so much for sending (Name of Items) to (Name of Your School). These (Name of Items) will be used 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.

We would like to thank you so much again for your thoughtfulness. We wish (Name of Company) the best of luck in the upcoming year.

Sincerely yours,

(Your Name and Title)

(Name and Address of Your School)