

EXAMPLE THANK YOU LETTER



Futures Elementary School

USD 000

101010 West Kansas, Topeka, Kansas 66666

January 20, 2003

Wal-Mart Super Center #1802
1501 SW Wanamaker
Topeka, KS 66604

Dear Ms. Wallen:

Thank you so much for granting Futures Elementary School an award of \$500. Your charitable donation will allow us to purchase reinforcers for the Futures' 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 you and Wal-Mart's other employees the best of luck in the upcoming year.

Sincerely yours,

Jane Doe

Jane Doe, Futures Parent Volunteer
Futures Elementary School
101010 West Kansas
Topeka, KS 66666