July 30, 2019

Dear Dr. and Mrs. Tazelaar,

Placeholder text.

Sincerely,

Joseph Jinn

Thank you letter to Donors who support student research opportunities

Why? Private support from donors makes it possible for Calvin to provide financial assistance to students. Many of these donors continue to give because they know their support helps students like you reach their educational and career goals. A thoughtful, personal note from you lets donors know that their investment in Calvin is meaningful and appreciated.

Here are a few guidelines:

1. Greet your donors formally

Since it’s likely you don’t know them personally, address them using a proper salutation, such as Dear Mr. and Mrs., Dear Dr. and Mrs., or Dear Doctors.

2. Introduce yourself

Tell your donors about yourself. Where are you from? Why did you come to Calvin? What is your major? What are your educational and career aspirations?

3. Say “Thank You”

· And don’t be afraid to say it more than once!

· Thank your donors for making this fellowship possible. Tell them how and why this funding has helped you. What opportunities will this fellowship make possible for you? Give your impressions on how this opportunity has impacted you personally and academically.

4. Brief research project overview

Give the highlights of the work you were involved with over the summer. You may just include the one page summary that you are sending to Beth Schoone Jongen in the Science Division Office.

Once you’ve written a draft:

1. Be sure you’ve included...

...today’s date, a salutation, proper closing, and space for your signature.

2. Is your writing clear and concise?

Read your letter at least twice before signing your name. Have you avoided unnecessary words or phrases and awkward constructions?

3. Have you checked for spelling and grammar?

Check and re-check your letter for spelling and grammatical errors. If you’re using a computer, don’t rely solely on spell check.

4. Is your letter visually attractive?

Have you used clean sheets of quality paper or stationery? Is the text spaced nicely on the page?

It is important that every fellowship recipient mail a thank you letter to his or her donor. Please e-mail Lori Feenstra a copy of your letter and note the date you posted it. Lori Feenstra, Stewardship Coordinator, 526-8425, lrf6@calvin.edu