

HOW TO WRITE A BASIC THANK YOU LETTER

1. The Greeting

Format:

Dear Full Name,

Tip:

Make sure you spell their name correctly!

3. Message of Gratitude

Let your scholarship benefactors know you appreciate their generous support of your education.

2. Introduce yourself

Tell your donor a little bit about yourself. Start with the Notre Dame introduction and go from there.

4. Your College Experience

Share a bit about your time at Notre Dame. What are you involved in? What are you studying? What are you excited for? (suggested topics provided below)

6. End Regards

Format:

Thank you,
Your Full Name

Tip:

If you want your donor to be able to reach out to you directly, add your contact information here.

5. The Final Thank You

End the letter with one more genuine comment on your gratitude for the financial aid gift.

HOW TO FORMAT

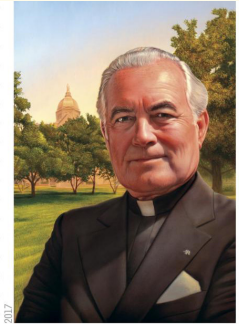
Mailing Address

This is the recipient's address. Make sure you write it correctly and clearly.

AN ENVELOPE

Your Last Name
Your Street Address
Your Town, State and Zip Code

Their Full Name
Their Street Address
Their Town, State, and Zip Code



FR. TED HESBURGH

Return Address

This is the address the letter will be sent to if it doesn't make it to the recipient.

Stamp

These can usually be purchased for under a dollar at any post office or online.

SUGGESTED TOPICS

First Year

Why Notre Dame?

Favorite class and why?

Favorite football memory?

What are you most excited
for?

Sophomore

What major have you chosen
and why?

Favorite part of dorm life?

What clubs/organizations
are you in and what do you
like most about them?

Junior

Did you go abroad/are you
going abroad?

What are your plans for the
summer?

Favorite part of your Notre
Dame experience so far?

Senior

What are you going to miss
most about Notre Dame?

What are your post-grad
plans?

What are you most grateful
for?

**BASED ON
YOUR CLASS
YEAR**

FRESHMAN THANK YOU LETTER EXAMPLE:

Dear _____,

My name is Zach White, I am a freshman, and I am a proud resident of Knott Hall here at the University of Notre Dame. Growing up in Portland, Oregon, Notre Dame had never really been on my radar. During my senior year of high school, my guidance counselor brought Our Lady's university to my attention and my curiosity was immediately piqued. After doing some research, I decided to apply early-action and I was lucky enough to be accepted into the class of 2023. Unfortunately, I was unable to accept the offer to attend Notre Dame right away due to some financial concerns voiced by both myself and my parents. In March, after receiving my generous Notre Dame financial aid package, I breathed a sigh of relief and said yes to the university of my dreams.

I cannot thank you enough for supporting my education. While I did not grow up cheering on the Fighting Irish on Saturday afternoons or having my parents dress me up in shamrock covered onesies, I still cannot imagine myself at any other educational institution. Without your gift to financial aid, I would not be in South Bend, Indiana, receiving a top-tier education alongside some of the best people I have ever met.

Since arriving on campus, I have really enjoyed getting to know my fellow Knott Hall brothers. One of my favorite memories so far was when we hosted our annual concession stand. Ours was located right in the middle of South Quad and we all worked together to try to raise extra funding for the dorm to be used throughout the year. Everyone was energetic and having a great time, so I decided to stay past the completion of my hour long shift and hang out until the concession stand closed right before kick-off. Once we had cleaned up the area, everyone walked over to the stadium together and sat as close as we could to one another. This was easily my favorite game-day experience so far, and I can't wait for next season!

As a freshman, I have yet to lock down a major, but in the meantime, I am enjoying exploring available classes! I'm currently in a history class that is all about China. In high school, we always focused on American and European history, so it is fascinating to learn about another culture. I am also enjoying my literature class that is focused on climate-based science fiction. I feel like I am learning quite a bit about the current climate crisis that is threatening our planet while simultaneously reading some really unique and fun pieces of literature.

Once again, I cannot thank you enough for your generous contribution to financial aid. Without your support, I would not have been able to attend these amazing classes, meet my friends in Knott Hall, or take advantage of the extensive career and educational opportunities Notre Dame offers to its students. Thank you for everything.

Thank you,
Zach White

SOPHOMORE THANK YOU LETTER EXAMPLE:

Dear _____,

My name is Rebecca Sanchez and I am currently in my sophomore year at the University of Notre Dame. I've declared the environmental engineering major with a minor in energy studies and I am living in Walsh Hall. I love science and I have always been drawn to the Earth. When I was younger, my parents often took my siblings and me camping for our family vacations. There was always a river to canoe down, a trail to hike, and mountains to appreciate. To say the least, I love nature and I am excited to use my degree to figure out how we can better take care of our environment while still pushing scientific limits.

Without your generous gift to financial aid, I would not have the opportunity to study at one of the best universities in the world. I am so grateful to be able to study something I am passionate about while in a place as beautiful as Notre Dame. As much as I love Notre Dame, I know I would not be here without financial assistance, so thank you for valuing higher education and providing support to myself and many others like me who could not afford college on their own.

One of my favorite parts about Notre Dame, beyond the academics, is the extensive amount of interest-based organizations there are around campus. While I like science and numbers in my school-work, I also love music and acting. This year, I auditioned for my first PEMCo show. PEMCo is a theatre organization run completely by students for students. Every year, they put on two full blown productions and one or two smaller performances. In the fall, I was lucky enough to be cast as Cosette in our production of Les Miserables. It was such a fun experience and I am excited to be able to continue enjoying my passion for theatre through college.

Beyond PEMCo, I also have a spectacular dorm community that makes it easy calling Notre Dame home. I come from a big family, so I am used to always having people around. Walsh Hall has been a great dorm for me. It's very centrally located and has been recently renovated. The girls in my dorm are friendly and make going to formals and section events one of my favorite pastimes. When the time comes next year, I plan on applying to be an RA in Walsh. Even if I don't get accepted for the position, I still plan on staying in the dorm all four years to be close to all of the action here on campus.

I must emphasize that without your generous gift to financial aid, none of these experiences would be possible. The Notre Dame family constantly overwhelms me with their kindness and philanthropy. Thank you for helping me have the experience of a lifetime.

Thank you,
Rebecca Sanchez

JUNIOR THANK YOU LETTER EXAMPLE:

Dear _____,

My name is Jessica Wild and, unbelievably, I am over halfway done with my undergraduate education. Most of my time on campus is spent reading for my English major classes or watching movies with my roommates in Flaherty Hall. In the fall, all of us were abroad in different countries, so it has been nice coming back together and hearing about each others' adventures. Having the ability to go abroad was a top priority for me when I was looking at different colleges. Notre Dame's Global Gateway Programs are not only unique, but they provide a wonderful opportunity to experience a new place while still being somewhat connected to our home under the dome.

One of the most important aspects of Notre Dame's semester study abroad programs is that they are affordable. My cost was almost identical to what it has been the previous two years on Notre Dame's campus. Financial aid covered the same amount they usually do and I simply made up the difference, which luckily for me, is not very much. I would not be at Notre Dame without financial aid and I would not have been able to study abroad in London without it either. The generosity you have shown with your gift to financial aid is immeasurable and I feel so lucky to have the opportunity to attend an institution that prioritizes providing its students with a broader perspective of the world through travel and service. Thank you so much for all that you have provided me these last few years.

As I look to the summer ahead, I am filled with excitement and a bit of anxiety. My education and experience abroad has shown me the power of giving back and I have decided to accept an internship with a non-profit whose mission really aligns with my personal values and interests. This summer, I will be an editorial intern in Chicago with Make-A-Wish. I am originally from Pontiac, Illinois, a small, rural town located in the middle of the state. Composed of close to 10,000 residents, it's not unnatural to know everyone you pass in an aisle at the grocery store. Last year, a young girl in my town was diagnosed with Leukemia. The cancer was very advanced, but being the strong little girl that she is, she has been able to fight it. This past November, she was given a wish and traveled with her entire immediate family to the Bahamas on a Disney Cruise. Upon returning, she went back to the doctor only to find that the cancer had reappeared. When I saw her over winter break, my heart broke knowing she was still suffering, but all she could talk about was how she loved meeting Mickey and Minnie on the big ship with the big slide. That is the power of Make-A-Wish and I am excited to get to be a part of their organization.

As I finish up this letter, I just want to say thank you one more time. Notre Dame has opened so many doors for me and has also helped me find myself along the way. I am so grateful for my experience and I know none of it would have been possible without your generosity. Thank you for helping me discover my passions and live out my dreams.

Thank you,
Jessica Wild

SENIOR THANK YOU LETTER EXAMPLE:

Dear _____,

My name is Jackson Davis and I am a senior finance major in the Mendoza College of Business. Though I am now living off-campus in Irish Flats, I used to live in Keenan Hall and I just finished helping with the infamous Keenan Revue this past weekend. As always, it was a blast creating laughter and fun with my fellow Keenan brothers. I was lucky enough to serve as co-director this past year with my old roommate. Being able to lead the fine men of Keenan Hall alongside the talents of one of my best college friends will forever be one of my favorite moments of my college career.

The University of Notre Dame is a special place. Each person that steps foot on campus experiences it differently, yet they almost always come away feeling better than they did before. When I came and visited campus as a prospective student my senior year of high school, I felt really out of my element. I don't come from money and I definitely do not come from the most prestigious high school. While I was here, I sat in on lectures, I ate two meals in the dining hall with the students who were hosting me, and I attended a dorm section social. If anything, at the end of the day, I felt like more of an outcast than I did when I first entered campus. All of that changed when my hosts took me to Milkshake Mass in Dillon Hall. I was raised Catholic, but attending mass was never a priority back home. By the end of the service, everyone was hugging and chatting with one another. I was amazed by the sense of community and camaraderie that could be felt in the room. This experience really sold Notre Dame to me, and I couldn't be happier with my decision.

My upbringing may not have been top-tier, but I always worked hard in school and in my activities to ensure I could get into college. Besides witnessing the beauty of community in the scene described above, Notre Dame offered me the best financial aid package and has continued to help me financially each and every year. Receiving your scholarship is an honor and I am so grateful for your philanthropy. Because of you, I have been able to attend one of the best universities in the world, worry free. I am humbled by this opportunity and I can only hope that my education provides me the foundation to be able to give back one day as well.

After graduation, I will be moving to Seattle to work in Amazon's finance department. If it weren't for the strength of Notre Dame's finance department, I would never have had the chance to work for such a well-known and highly accredited company. The next few months are going to be filled with change, which has only caused me to grow more and more nostalgic each day and take the time to appreciate where I am. Leaving behind my friends, professors, and home away from home is going to be difficult, but I know I will find my way back for football games and reunions. Notre Dame will forever be a part of me, and I owe that to you. Without your financial aid gift, my life would be on a completely different path. You have given me much more than four years, and I can't thank you enough for that.

Thank you,
Jackson Davis