NOTE: The best stewardship letters include some interesting news from the department or some indication of how the gift supports the work of your faculty and students. If the department chair has a personal relationship with the benefactor, he/she can amend the text to reflect that. The more personal you can make the letter, the better chance it has of beginning to forge a real relationship with the benefactor and encouraging repeat giving.

DATE

**NAME**

**ADDRESS**

**ADDRESS**

Dear **DONOR INFORMAL SALUTATION**,

Thank you for your recent gift to **ALLOCATION NAME**. Your support helps to make possible the work of our department, and I am grateful for your generosity.

Include some general news about the department here. Also include a personalization if the department or director has a personal relationship with the benefactor.

EXAMPLE: This has been a great year so far for the Department of XXX. We’ll see 50 majors graduate in May, twenty of whom completed a senior thesis. The department also hosted several interesting guest lecturers including Jon Bon Jovi and Pope Francis. Your gift helps to make all this possible, and I am very grateful.

Sincerely,

Chair or Director

cc: **TRANSACTION PRIMARY SOLICITOR NAME if listed on Gift Report**