GRATITUDE IS MORE THAN A THANK-YOU

When the words won't come.

A desk-side guide to writing a thank-you note that feels personal.

Before you pick up your pen, picture the person receiving the note.

01 **Name what you're thanking them for.**

What did they give, do, or make time for?

Thank you for ...

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02 **Remember what matters to them.**

What did they tell you? Recall one specific detail.

You shared ... / I remember ...

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03 **Connect their support to the work.**

What has it helped make possible, or what will it support?

Your support helped ... / Your gift will support ...

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04 **Close with personal appreciation.**

What do you want this person to know you value?

I'm grateful for ...

PUT IT TOGETHER

Thank you for your gift to the scholarship fund. You shared that a scholarship changed what was possible for your family. I've been thinking about that as we welcome this year's students. Your gift will help students take their next steps toward a degree. I'm grateful for the care you bring to their futures.

[Illustrative example. Use only details and outcomes you know to be true.]

BEFORE YOU SEND

- **Is it specific?**
- **Is it true?**
- **Does it fit this person?**
- **Does it sound like you?**
- **A few honest sentences are enough.**
- **Let the thanks stand on its own.**

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