

**Donor Appreciation**

**Thank-You Note Instructions**

We appreciate your effort to write thank-notes to your donors. Handling this process via email this year should make it easier for you to complete this request. It is suggested you take a few minutes as soon as possible to write your thank-you note(s) for good time management and to meet the deadline.

Because of COVID-19, instead of hand-written notes this year, **please type a thank-you note for each scholarship and donor listed in the email.** Since you are typing the note, you may simply change the name of the scholarship and donor for each thank-you note with minimal changes to the body text.  However, if you have information about the donor or scholarship, please personalize your note for that donor. Please include the following information in your thank you note:

* Dear Dr./Mr./Ms./Mrs. *Donor Last Name* (i.e. Dr. Smith; Mr. & Mrs. Smith; Ms. Smith)
* Thank the donor(s) for supporting you through the scholarship
* Name of the Scholarship
* Share how this scholarship support helps you
* Class Status (Senior, Junior, Sophomore, Freshman)
* Anticipated Graduation Year
* Major and minor if applicable or Study of Interest
* Future Plans
* Donors love to hear from students, so anything else you think to add will be a blessing to them.

Please use the attached template to write your thank-you note(s). Save each note separately; then attach and send in an email to **jmchristie@king.edu**. Please complete this request by **Wednesday, November 4th**.

If you have questions you may call Jenna Christie at (423)652-6399 or email her at the email address above.

Thank you very much.