

Thank You Letter Example

(date)

Mr. John Doe
XYZ Company
1515 Thomasville Rd.
Tallahassee, FL 32303

Dear Mr. Doe,

On behalf of the (Club Name) Club at Florida State University, I would like to thank you for your support and generous donation of (donation or donation amount). Your commitment to helping our team is sincerely appreciated.

Each year the (Insert Club) has gained a stronger presence on FSU's campus and this year our club (insert a special accomplishment or achievement of the club). In particular with the support from our sponsors and we were able to raise enough money to (insert something you were able to do with the money). The ability for us to fund this was extremely beneficial to our club and assisted us (explain how).

The goal of the (Club Name) Club at FSU is to continue to gain a presence on campus and to have the opportunity to (explain what). With the help of donations from supporters such as you, our team can continue to improve upon our goal.

Thanks again for your generous support of our efforts to play and compete in (sport or activity) at the (level of play - i.e. National level).

Best Wishes,

Joe Clubguy
President, FSU Club
1035 Tully Gym
Tallahassee, FL 32306
(phone number)
(email)
(website if applicable)