

Thank You Templates

When someone on your list has made a gift, your next step is to thank them!

You may use the templates below as guides, but the most important part is to be personal. Make it sound like it's from you and tailor it to them.

Voicemail Script

Hi, [name]. This is [your name] We were in the same class at Whitman. I was just calling to say thank you for your recent gift to the College. It really makes a difference for current students, and it helps maintain the experiences we had that changed our lives forever. Also, your gift counts toward our [class year] gift! Thank you again for your generosity and participation in honor of our (10th, 25th, 40th, 50th) reunion. We couldn't do it without you.

Email/Letter Template #1

Hi [Name],

Thank you for giving and supporting Whitman College! Your gift has a great effect on the lives of students following in our footsteps. It also counts toward our [class year] class gift! We've currently raised [\$raised by class so far], and now we're even closer to our participation goal.

I really appreciate your generosity. [Will we see you at the reunion? / I look forward to seeing you at the reunion! / We'll miss you at the reunion. – Choose based on the registration status.]

In gratitude,

[Your Name]

Email/Letter Template #2

[Name],