

VP Letter Sample

May 28, 2015

Ms. Jane Doe
President
General Corporation
123 Main Street
Tampa, FL 33620

Dear Ms. Doe:

Thank you for your gift to the USF Muma College of Business Corporate Mentors program. Your investment helps to provide our business students with the tools they need to be successful, and we appreciate you taking the time to invest in their futures. With your help, our students will make a smooth transition into their professional careers in the business world.

I hope you take great pride in knowing that your support is crucial to our success. Thank you again for all that you do to ensure that USF students continue to grow and thrive.

Sincerely,

Joel D. Momberg
CEO of the USF Foundation and
Senior Vice President for University Advancement & Alumni Affairs

Dear:

The Theater Program at Denver Academy is a vitally important program. It brings purpose and meaning to the educational experience of so many students. Thank you for recognizing that with your grant of \$7,500 for this program.

Our drama teachers are excited to put this grant to work to support and enhance the Theater Program. The resources this grant will facilitate - from Shakespearian costumes to playbills to set design – will have a positive impact on Denver Academy students.

We look forward to updating you on the outcomes of your grant as the school year progresses.

The first day of school is fast approaching on August 24th. Our opening day enrollment will be 363 students in grades 1 – 12. We can't wait to welcome them with open arms.

Thank you again.

Sincerely,

Headmaster

PAB/bwq

March 20, 2015

[REDACTED]

Dear [REDACTED]:

On behalf of the University of [REDACTED], it brings me great pleasure to express my appreciation for the \$1,000,000 pledge directed to the [REDACTED] Foundation for the [REDACTED] Fund in the College of Nursing. What an investment in [REDACTED]'s future healthcare practitioners! We are honored to have the [REDACTED] Foundation as a partner that shares our commitment to innovating change in our students, our community and the world in which we live. Thank you very much.

While we look forward to the warmth of spring, we pause to reflect on the many things for which we are grateful. In this season, [REDACTED] gives thanks for you.

Sincerely,

[REDACTED]

Vice Chancellor for Development and Alumni Relations

PAB/bwq

You will receive a receipt for your tax deductible gift from the [REDACTED] Foundation under separate cover.

FY16 Vice Chancellor Level (\$25,000-\$99,999)
For gifts from Organizations

Dear [CONTACT NAME]:

Thank you for the generous gift from [COMPANY NAME] to the University of Massachusetts Amherst for [ALLOCATION]. (ONGOING SUPPORT PHRASE: I greatly appreciate the longstanding support of [COMPANY NAME].)

From our inception as a land-grant institution, UMass Amherst has strived to meet the needs of the Commonwealth and the nation through education, research, and public service. Today, we are one of the top public universities in the US, a major driver of research, and the flagship campus of the state's system of higher education.

Our relationships with [COMPANY NAME] and other organizations are the catalyst to economic growth and impact in our communities. Currently, UMass Amherst's civic engagement encompasses 363 campus programs that collaborate with 500 organizations in 22 states.

Please know how much I value your partnership in bringing about a brighter, more prosperous future.

Sincerely,

FINAL

Chancellor (\$100,000+)

Organization – for gifts from corporations/foundations/other organizations

Dear (ORGANIZATION CONTACT NAME):

Thank you for the generous gift from (COMPANY NAME) to the University of Massachusetts Amherst to support (ALLOCATION). (ONGOING SUPPORT PHRASE: I am pleased that we continue to work together to achieve our common goals and highest aspirations.)

We commend (COMPANY NAME) for its commitment to educating the next generation of leaders and investing in the innovative ideas of our students and faculty. Long-term relationships with (COMPANY NAME) and other organizations make a critical difference in driving economic and social progress.

In 2015, UMass Amherst was again named to the Carnegie Foundation's list of U.S. institutions with a Community Engagement classification. This important designation reflects UMass Amherst's deep involvement in our local, national, and global communities.

Please accept my sincere thanks for your vision and partnership in these efforts.

Sincerely,

January 29, 2015

Mr. XXXXXXXXXXXXX
Rice, Heard & Bigelow, Inc.
Suite 900
50 Congress Street
Boston, MA 02109-4023

Dear XXX,

Thank you for joining me for breakfast earlier this week. I always find our time together helpful and informative. It was great to see you.

As I mentioned, the Cotting Trust's annual support of our doctoral program and our faculty has a significant impact on management education at HBS and beyond. We are extremely grateful for your thoughtful management of the Trust that allows us to invest in these areas that are so critical to everything we do. I do hope you are able to sit in on a class to experience firsthand our faculty leading a case discussion with 90 MBA students.

Thank you again for all you do to support the work of the School.

Best regards,

Nitin Nohria

August 19, 2015

{Corporation/Foundation}

MAIL NAME

ADDRESS1

ADDRESS 1

CITY, STATE ZIP CODE

Dear FORMAL SALUTATION:

Creighton University remains dedicated to offering the best education grounded on the Jesuit tradition to students who are committed to making a difference in their professions and communities.

{Corporation/Foundation} is making a difference at Creighton with its commitment to the {Fund/Allocation}. Your gift will have a direct impact on our ability to bring together the most promising students and faculty while sustaining an environment that increases academic innovation and advances our mission.

Creighton University recognizes how important community partnerships are for the success of this University. {Corporation/Foundation} has been a valuable partner with Creighton. You can take great pride and satisfaction in knowing that your support makes a powerful and transformative impact in the lives of Creighton students.

We are very proud to have you as an integral partner. We look forward to a continued relationship and the opportunity to stay connected. Thank you for your generosity and support of Creighton University.

Many thanks,

DIRECTOR NAME

Director of Corporate and Foundation Relations



August 6, 2015

< Corporation Name >
< Constituent Name >
< Street >
< City, State, Zip >

Dear < Constituent >,

On behalf of the Decatur City Schools Foundation President ##### and the Board of Directors, I would like to thank you for renewing your support of the Foundation with your generous pledge of \$##### to the Strong Schools. Strong Community. campaign.

As you know, our It Starts With Our Schools campaign brought to light the fact that strengthening our community begins with strengthening our schools. Our Strong Schools. Strong Community. campaign will capitalize on those accomplishments and take them one step further. We firmly believe our efforts along with your partnership, will strengthen our schools and our community as well.

If you have any questions regarding your investment in the Decatur City Schools Foundation, please do not hesitate to call. Again, thank you for your support. We look forward to updating you on our progress. Also find program information and updates on our Facebook page and on our website, www.decaturessf.org.

Sincerely,

Campaign Chairman

Executive Director

August 20, 2015

<<First Name>> <<Last Name>>
<<Business>>
<<Address>>
<<City>>, <<Province>> <<Postal Code>>

Dear <<First Name>>,

It is a pleasure to write on behalf of the xx and the people we serve to thank you and the «Business» for your support over the past year. I am pleased to share with you copies of our 2014/2015 Annual Report, with detailed information about our services and their impact, and our 2014/2015 Audited Financial Statements.

xx provides services that turn people's lives around. We have served the xx area for almost six decades. In the past year alone, we assisted people in more than 7,200 households to maintain and secure housing, strengthen relationships, gain control over their finances, and find new hope.

These services and the changes made through them would not be possible without your support. Thank you!

Sincerely,

xx
Executive Director

encl.

July 1, 2015

Contact Name
Contact Title
Company Name
Street Address
City, State Zip Code

Dear Salutation:

I would like to extend my sincere thanks for the **X COMPANY** completion of their pledge commitment to the **X FUND** in the **X SCHOOL**. Your generosity to UB is a foremost example of your dedication to our university and future generations of **engineering** students.

In partnership with our university friends and supporters worldwide, UB is pursuing a bold vision of academic and research excellence that has a powerful impact locally and globally. As UB establishes itself in the upper echelon of public research universities, the importance of the support we receive from generous partners like the **X COMPANY** cannot be overstated.

Support from our corporate partners plays an increasingly vital role in advancing our ambitious academic and research mission, helping create valuable opportunities that would not otherwise have been possible. A gift from **X COMPANY** thus has all the more impact on our university community and is all the more meaningful to us.

The support of **X COMPANY** helps to ensure the continued success of the **X SCHOOL** and of the larger university. On behalf of the entire UB community, thank you again for your generosity and for your commitment to the future of UB.

Sincerely,

John Doe
President