**SAMPLE TEMPLATE THANK YOU LETTER – on school letterhead**

Date

Contact Name (Make sure you have the community outreach contact name)

Organization Name

Organization Address

Austin, TX Zip

Dear (**Contact Name):**

On behalf of all of us at (**School Name)**, we wanted to thank you so very much for your generous (**donation/volunteer hours)** and for your partnership with our school community and with AISD.

Your (**donation/volunteer hours)** has made a huge difference. (**Explain how the partnership helped or grant support has helped your school. EXAMPLE:**

* **With support from the \_\_\_\_\_\_ foundation/organization, [school name] will be able to build a campus garden for students to learn about nutrition and food [describe impact on students].**
* **By providing 200 umbrellas for our students to travel from the portables to the main building, our students have not had to worry about damaging books, school supplies or new outfits and can focus on getting to class to learn.**
* **Your wonderful employees who have come in every other Wednesday to laminate, copy, staple, and die cut have been so helpful and have provided our teachers with many more hours to plan and focus on academic student needs.)**

Again, thank you so much for your commitment and for making a difference in the lives of our students. We look forward to working with you in the future.

Sincerely,

(**Name of School Principal)**