



## Please take a moment to say thank-you.

Please email your letter to [sletters@uvic.ca](mailto:sletters@uvic.ca), and we will pass them on to the donor.

You may also send your signed letter(s) to the Development Office.

Mail to: Donor Relations Office, University of Victoria, PO Box 1700 STN CSC, Victoria BC V8W 2Y2.

### Guidelines to help you begin:

1. **Address your letter to the donor contact name** as listed on your Notice of Award from the Student Awards and Financial Aid Office. Please note that the contact name may not necessarily be the original donor. You may be writing the executor to a bequest, or a family member of a deceased donor. If you have *more than one award with a specific contact name listed*, please write a separate letter for each person, because they will be sent to different donors at different addresses.

2. **What do you say?** Please include the name of the award you received and your faculty of study in the opening paragraph. Some donors support multiple awards. You may make your letter more memorable if you include:

- the name of your home town, past academic history and interests
- your area of study at UVic and why you chose it
- how your studies will be enhanced by this gift
- your future goals and aspirations
- If you are receiving an award because you are a Vikes varsity athlete, please tell the donor how receiving this award has enriched your experience as a varsity athlete. Please mention the team on which you play and some of the success that you have had this season.

**Your words really matter.** Your letter will be warmly received by the recipient. We may invite you to meet with the donor or to participate at a donor event. If you have any questions, you may wish to use the search engine of the UVic website to learn about your award or contact [sletters@uvic.ca](mailto:sletters@uvic.ca). You may also access the donor's biographies through the UVic website at : <http://www.uvic.ca/givingtouvic/donorbio/>

3. Many of our donors and contacts enjoy writing back. If you are comfortable with receiving this correspondence, **please include your name and return address, phone number and email.**
4. To respect the privacy of our supporters, please send your letter to the Donor Relations office; we maintain current contact information for the donors. Please send your note within three weeks to avoid reminders from our office. Thank you so much for your kindness in return.

Of all the ways to acknowledge the generous donors who support student fellowships, scholarships, awards, and bursaries, a letter of thanks from **you** means the most to them.

"Good words cost nothing, but are worth much" Anonymous