



Undergraduate Research Thank You Notes:

EXPRESSING GRATITUDE TO A DONOR

Undergraduate research funds are provided through generous contributions made by Purdue alumni, parents, and friends of the University. It is important to acknowledge contributions that ease the financial burden these experiences possess.

Donors of undergraduate research funds are interested in learning about the students they support and their accomplishments.

Receiving well-written thank you notes and reports on your success in a stewardship report tells the donor their gift was appreciated. Your note reminds them why they gave and often helps secure gifts for future researchers.

The goal of the thank you note is to thank donors for their generous contribution to your professional future and to share a little about your experience and how it will lead to your success.

SUGGESTIONS FOR WRITING YOUR NOTE

- Create a handwritten thank you note with your best handwriting. A handwritten note conveys sincerity. The Office of Undergraduate Research has blank thank you cards you can use.
- Thank you note style should be business professional, which means to use a note that is blank on the inside for you to write your message.
- It is preferable to either to fill both sides or use only one side of the thank you note. Do not start at the top of the note and end half-way down the bottom half of the note and leave too much white space.
- Address your note to Dr., Mr., or Ms. [Last name] or the group. If you are unsure of the gender or name of the donor, please contact UGResearch@purdue.edu.
- Practice writing your note before writing on the thank you note. Proofread your message and have someone else read it.
- You should sign your thank you card with a legible signature. An illegible signature negates a thank you note if the reader does not know who sent it.
- Express enthusiasm for your activity and be sincere of your gratitude.
- Ensure you write a thank you note to each donor if you received funding from two or more funds.

Components of a Thank You Note

Dear Dr. Jones,¹

Thank you for donating the funds to support my (insert experience) activity!² During this activity, I (insert examples of what you did).³ By completing this activity, I plan to utilize these skills/experience to (insert ways this activity connects to your future plans).⁴

Sincerely,⁵

*Purdue Pete*⁶

1. Salutation/Greeting: Use Dr., Mr., Ms., or the group full name
2. Thankful for donating funding to support your activity; be specific of what activity you completed
3. Briefly describe what was included, especially something special or "different" that would make your experience memorable
4. Briefly describe how the activity will benefit your future successes and professional goals
5. Closing: "Sincerely," "Best," "Thank you," etc.
6. Legible signature of your full name

For an undergraduate research fund thank you note, an envelope is not needed, but if one is used keep it unsealed. The thank you note will be delivered to the donor by the Purdue Office of Undergraduate Research.

Remember, the thank you note is typically one component of the requested information for receiving funding. It is also requested that a 1-page reflection paper of the experience and 2-3 photos of the student with a clear "environment" around them be submitted. Photos "show" donors what students can accomplish with additional funding.

If you have any questions about the thank you note or other funding components...

PLEASE REACH OUT TO:

Office of Undergraduate Research
Purdue University
UGResearch@purdue.edu